

601 Senior Drive, New Lexington, Ohio 43764
Phone: 740-342-3542
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TITLE: EMPLOYMENT NAVIGATOR

DEPARTMENT: Children’s Program	POSITIONS SUPERVISED: None
LOCATION: 601 Senior Center Drive, New Lexington	SALARY RANGE: Range 10, Starts at \$18.40
SUPERVISOR: Children’s Program Director	FLSA STATUS: Non-exempt, Overtime Eligible
NORMAL WORKING HOURS: Hours vary, program needs determine schedule, generally work 8 hours per day, Monday – Friday. May be required to flex schedule, but not routinely work more than 40 hours per week.	CLASSIFICATION: Classified Civil Service
PROBATIONARY PERIOD: 300 days	SAFETY SENSITIVE: No

SUMMARY OF POSITION

Under direct supervision of the Children’s Program Director, the Employment Navigator (EN) serves as the employment lead for the Perry County Board of Developmental Disabilities (PCBDD) to support eligible transition-age youth and adults. The EN plans and monitors employment support to job-seekers to assist them in gaining training and employment opportunities. The EN works closely with schools and community employment leaders to help youth and adults transition into meaningful work experience.

QUALIFICATIONS

The requirements listed below are representative of the knowledge, skill, and/or ability required. Successful candidates must meet these requirements; reasonable accommodations may be made to enable people with disabilities to perform the essential functions.

- Bachelor’s Degree in related field
- Acquire and maintain Ohio Department of Developmental Disabilities (DODD) SSA certification
- Candidate should have experience working with people with disabilities and positive community relations experience
- Ability to obtain substitute teaching certification though Ohio Department of Education
- Proficient computer skills and effectiveness in a mobile working environment
- Valid driver’s license with acceptable driving abstract to meet criteria for insurability, driving is an essential function of the position.
- Maintain confidentiality, handle sensitive data, and comply with all applicable laws and Board policy regarding confidential information.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

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- Agency, state, and federal statutes, rules, policies, regulations, and/or procedures governing employment for people with disabilities
 - Systems and resources involved in getting and keeping a job in the community, including working relationships with Opportunities for Ohioans and Disabilities (OOD), local school districts, Ohio Means Jobs (OMJ), and businesses/employers in the community
 - Applicable local, state, and federal laws, rules, policies, and guidelines pertaining to people with disabilities, specifically related to service and support administration
 - Person-centered philosophy and principles.

Skills in:

- Excellent verbal and written communication for effective interaction with internal and external customers
- Human relations and establishing positive rapport with employers, providers, and other members of the community including but not limited to: networking, outreach, administrative duties, and organization
- Microsoft Office 365 applications

Abilities to:

- Maintain confidentiality of records, information, and program matters.
- Understand, challenge, interpret, decide, align, and learn to effectively navigate employment for people.
- Positive experience leading teams
- Develop working/collaborative relationships with employment systems and resources
- Exercise flexibility and capacity to serve and fulfill various roles and responsibilities within the ALA® program, not limited to roles and responsibilities outlined in this position
- Effectively navigate web-based applications and various technology systems
- Demonstrate sensitivity, respect and dignity for diverse populations.
- Comply with the Bill of Rights for people with disabilities.

EXPECTATIONS & WORKING CONDITIONS

Notice – Working conditions may exist that are not as such as normally existing in the occupation of the public employee. These conditions may include exposure to blood borne pathogens, communicable disease, potentially infectious material, and/or aggressive behavior.

Work Environment – 35% in office, 65% travel and remote work commitments. Regular and frequent travel necessary to support remote work. Routine travel is necessary requiring up to 1-2 hours during the workday being spent traveling in a motor vehicle. May be required to travel out of county. Responsibilities and expectations are performed in a fast-paced, high functioning, and emotionally demanding work environment. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions.

Time Management / Work Pace – Evaluate and prioritize tasks to maximize efficiency. Impose self-discipline to prevent wasted time in non-productive activities. Work Pace is directed and designated by worksite, caseload, or department needs requiring the ability to be self-motivated to plan and organize time and adhere to mandated timelines. May need to exercise flexibility to accommodate varying schedules within the Children’s Program Department. Regular, predictable, and punctual attendance is an essential function of the position.

Physical Demands – May require sitting for periods of time, alternating between standing and walking. Significant time may be spent in front of a computer screen. May carry laptop, presentation materials, and other necessary supplies not to exceed 50 lbs.; physical labor may be required. May perform public presentations (standing for potentially long periods of time). Vocal communication is required to facilitate curriculum. Visual acuity is required for preparing and analyzing written work or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Summer camp requires a wide range of increased physical activity. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions.

Problem Solving / Decision Making – Work with a proactive approach staying aware of all issues and taking appropriate actions to minimize and prevent issues from developing into problems. Utilize a combination of the PCBDD mission, vision, values, strategic plan, and applicable rules, regulations, and policies as a foundation for decision making.

Communication – Promote a welcoming and eager-to-serve atmosphere. Maintain open and respectful communication exercising professionalism as a representative of PCBDD in all external and internal communications, both written, oral, and in-person. Employ conscientious listening skills to truly understand the needs and wants of people, families, staff, providers, and the community.

Teamwork – Work collectively with all members of the team as a cohesive unit. Take initiative to lead while supporting and utilizing the individual strengths of each member. Provide and accept constructive criticism in a respectful manner. Work to promote the PCBDD philosophy and mission always.

ESSENTIAL DUTIES & RESPONSIBILITIES

60% EMPLOYMENT NAVIGATION

Oversee and drive employment services for people eligible for PCBDD services. Participate in person centered planning to identify the person's place on the Path to Community Employment. Assist and support Service and Support Administrators (SSAs) who work with job seekers on their own identified path and facilitate team development to identify short and long term supports to stimulate progress toward vocational goals. Identify gaps with schools and people served to make connections with employment resources based on needs. Meet with SSAs quarterly to assist in the coordination of employment services, identification of barriers, and follow up on progress toward identified outcomes.

Through team collaboration, work to promote an understanding of how having a career and a life in the community fit together, and how effective person-centered supports can be to help make this happen.

Facilitate connections with partner agencies and providers to ensure the appropriate linkage and referral processes are taking place. Communicate with all parties involved (person served, families, providers and other team members) to assist the support team in focusing on outcomes.

Develop and implement a framework that includes but is not limited to hard, soft, and employability skills to deploy to ALA-Volunteer, Pioneering Possibilities, and Summer Camp participants to educate, inform, and expose people to employment opportunities and early skill development.

Track and report employment numbers and movement along the path for strategic planning initiatives.

20% ACADEMY FOR LEADERSHIP ABILITIES

Serve as ALA® Systems Facilitator at designated ALA® sites and/or substitute at other locations, as necessary. Participate in ALA® Frontline Team meetings, as necessary.

15% EMPLOYER ENGAGEMENT

Connect with community businesses and organizations to facilitate job opportunities for transition youths and adults supported by PCBDD. Educate community employment leaders on support for job seekers and business seeking to hire.

Develop relationships with various community organizations, school districts, family advocacy groups, SSAs and providers, to promote community employment opportunities for people.

Analyze employment results related to employer engagement, employment partners, and successful employment numbers to support the strategic plan and ensure PCBDD increases the number of people employed each year by the identified benchmark.

5% MISCELLANEOUS

Attend training as necessary to maintain continuing education requirements and to support the employment role. Serve as mandated reporter and report concerns to ensure health and safety. Support and perform other duties as assigned and directed by supervisor.

DECLARATION

As an employee of the Perry County Board of Developmental Disabilities, the job incumbent shall acknowledge, understand, and comply with all PCBDD policies at all times, and shall demonstrate respect for, support dignity of, and observe the rights of all people served by the agency.

I have read these position description qualifications/requirements for this position and to the best of my knowledge, I believe I can perform these duties.

Signature

Date