



MARC, INC. OF MANCHESTER
352R WEST MIDDLE TURNPIKE
MANCHESTER, CONNECTICUT
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KEN CHARPENTIER
EXECUTIVE DIRECTOR

JOB POSTING

Director's Notice
Destroy Date June 30, 2011

June 16, 2011

Please be advised of the following **PART-TIME** position in the **Employment Department**. Please see the attached job description for a list of responsibilities.

POSITION: **Employment Specialist for VENDING SERVICES**

POSITION IS TO: Assists people served in servicing and maintaining Vending Machines operated by MARC Vending Services. Ability to work with a variety of departments. Knowledge of inventory control, calculations, product preparation, and ability to monitor rotation of product. Attention to detail and consistent follow through essential.

HOURS: Part-Time / Monday – Friday / 8:00 a.m. - 2:30 p.m.

SALARY: ***Based on experience***

If interested, please respond in writing to **Betsy Smith** by **June 29, 2011**.

Betsy Smith
Employment Director

MARC, Inc. is an EO/AA Employer

MARC, Inc. of Manchester is a 501 (c)(3) charitable organization that supports people with developmental disabilities from Ashford, Bloomfield, Columbia, Coventry, East Hartford, Ellington, Glastonbury, Granby, Hartford, Manchester, Mansfield Depot, New Britain, Newington, South Glastonbury, South Windsor, Stafford Springs, Vernon/Rockville, West Hartford, Wethersfield and Windsor.

MARC, INC.

JOB DESCRIPTION

TITLE: EMPLOYMENT SPECIALIST

RESPONSIBLE TO: EMPLOYMENT DIRECTOR

SUPPORTS: INDIVIDUALS SERVED

BASIC FUNCTION:

To ensure that each individual realizes his/her career plan goal by seeking dignified and respectful employment, by providing supports necessary to master job descriptions and by developing natural supports in their work place.

SPECIFIC DUTIES:

- 1. Perform job search and job development for people served.
 - 2. Develop and enhance natural supports in community businesses employing individual supported by MARC, Inc.
 - 3. Learn the individual's job through developing complete knowledge of the job requirements according to Policies and Procedures, Job Description and standards established by the community employer.
 - 4. Provide all supports necessary in order that the individual perform his/her job according to the employer's Policies and Procedures.
 - 5. Assist the individual to develop natural supports and master his/her job description criteria. Simultaneously, the job coach reduces his/her supports to the individual.
 - 6. Educate the individual regarding the employer's Policies and Procedures, Job Descriptions, emergency and safety procedures, social events and all other information important to participate fully in his/her work site.
 - 7. Provide information on transportation options and assists the individual in coordinating these options and/or provides actual training.
 - 8. Responsible for assigned caseload. This includes, but is not limited to, support writing reports, making phone contacts, attending meetings, and providing not only employment supports but also any other supports necessary for the individual to obtain success and satisfaction.
 - 9. Complete all documentation functions in compliance with MARC Policies and Procedures and other monitoring agencies.
 - 10. Provide information to and supports each individual to fully participate in self-advocacy activities if they so choose.
 - 11. Perform subcontract work and agency custodial duties as needed.
 - 12. Transport individuals in agency and personal vehicle, when necessary, and ensures cleanliness and proper maintenance of assigned vehicles reporting all needed repairs to the Employment Coordinator.
 - 13. Attend in-services, outside agency, all staff, committee, and employee meetings as specified.
 - 14. Work schedules and hours subject to change upon needs of people with disabilities.
 - 15. Performs other duties as designated by the Employment Director.
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- Essential

- **RELATIONSHIPS:**

- A. Internal: Coordinates, consults, and interacts with the Director of Services, the Employment Director, and Employment staff, Quality Assurance staff, and other departments as necessary to accomplish specific duties.
 - B. Families and People Served: Advocates for, communicates with and positively interacts with each member.
 - C. External: Coordinates with, consults with and relates to community agency staff, state staff, and community business management and staff.
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- **SKILLS NEEDED:**

- A. Knowledge of proactive thinking and positive supports.
 - B. Ability to drive, have and use a personal vehicle in order to transport employees and/or self.
 - C. Ability to obtain a public service license.
 - D. Ability to keep personal auto liability insurance.
 - E. Ability to understand and practice agency policies and State and Federal laws, policies and regulations.
 - F. Ability to analyze situations and develop creative solutions.
 - G. Ability to act quickly and remain calm in a crisis.
 - H. Ability to train and consult with employees and other individuals both internally and within the community.
 - I. Ability to communicate effectively both orally and in writing.
 - J. Ability to organize, be flexible, work alternative hours, maintain neat work area, and work independently.
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- **EDUCATION:**

High School degree or equivalent required

- **EXPERIENCE:**

Two years in human services/business field preferred.

- **PHYSICAL EFFORT:**

Occasional lifting of nonambulatory people and carrying of such documents as manuals and files.

Some sitting with frequent walking, standing, and driving.

- **EMOTIONAL EFFORT:**

Ability to meet frequent deadlines and handle stressful, hectic situations without loss of efficiency and composure.

- Essential