

Opportunity for Work and Learning (OWL) Employment Coordinator/Specialist

Job Summary

Responsible for the rehabilitation services which lead to successful integrated, competitive, community-based employment of individuals who need employment assistance. Works with the KY Office of Vocational Rehabilitation (OVR) case managers and other referral agencies as an Employment Coordinator/Specialist to assist participants in obtaining and maintaining successful, long-term employment. Responsible for facilitating work readiness, job placement and retention activities, and supported employment for participants in various program services. Responsible for maintaining communication with relevant parties involved with participants. Aware of available resources to provide appropriate referrals for participants. Documents all participant related issues per company policy and as required by referral sources.

Reports to

OWL Center Director

Job Requirements

Ability to work independently and as part of a team. Excellent written and verbal communication skills. Demonstrates proficiency with computer, software programs, internet navigation, and virtual communication tools. Demonstrates interpersonal skills to work with a diverse population of individuals. Effective time management and organization skills. Ability to multi-task as needed.

Willing to be on job site with participant for job coaching, training, and possibly demonstrating job tasks. Must be willing to be available occasional nights and weekends. Physical demands could include prolonged standing, repetitive use of the hands and arms, medium lifting, bending, and climbing.

Minimum educational requirement: Bachelor Degree in Rehabilitation Counseling or closely related field. Educational requirements must be verified prior to employment. Experience may substitute for education. Educational requirements may substitute for experience. Experience working with individuals with disabilities and/or barriers to employment. Preferred Master Degree in Rehabilitation Counseling or closely related field

Minimum work experience: At least 6 months of experience in a rehabilitation setting, or completion of rehabilitation internship, or one year of supervisory experience in business. Valid Kentucky Driver's License with good driving record.

Essential Duties

- Presents OWL Center Program information to interested, outside parties.
- Networks with employers and referral sources.
- Develops strong relationships with referral agencies and case managers
- Conducts orientation, intake interviewing, and assessment
- Discovers participants interests, strengths, working conditions, supports, and accommodations needed
- Assists participants with developing a plan for success
- Provides vocational coaching for participants to promote productive work attitudes and skills.
- Assists participants with job readiness and workplace essential skills (i.e., job search, completing applications, resumes, cover letters, interviewing soft skills etc.) as appropriate.
- Works with employers to develop employment opportunities
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- Partners with the Lexington Manufacturing Center and other potential employers in transitional employment and work adjustment programs.
- Assists participants in managing issues that may hamper potential job success.
- Connects participants to needed resources.
- Works with employers to provide "on-site" job support and coaching for consumers.
- Provides continuing follow-up services while consumer is in job retention status.
- Maintains case files and computerized case management database.
- Completes all documentation and reports in a timely fashion, per company and referral source policy.
- Implements new methods and controls to improve efficiency of and utilization of programs.
- Strives to ensure maximum participant, employer, and referral source satisfaction.

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- Maintains CPR and First Aid Certifications and participates in professional development activities as needed for best practices.
- Performs other job-related duties as assigned.

Salary 34,000 to 49,000 per year based on education and experience

Ability to work remotely as needed

Workplace adheres to recommended CDC Guidelines

Medical, Dental, Vision insurance after 60 days of employment