Southern Tier Independence Center

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Position Title	Vocational Services Professional (VSP)	**HR USE ONLY**	
Date Issued	May 2024	**Hour Per Week/ Status**	20 hours/week, Part-Time
Date Revised	January 2026	**Hourly Rate**	$16.50/hour
Reports to	Employment Director	**FSLA Status**	Non-Exempt
Department	Community Based Pre-Vocational	**Location**	Community Based Broome, Tioga, Chenango

Summary
The Vocational Services Professional will provide instruction and live training on real work sites to individuals who have intellectual and developmental disabilities program who are taking their first active steps toward getting a job in the near future. The VSP's role is to support participants as they explore career interests and master non-job specific skills, or soft skills and to conduct assessments periodically to monitor the participant's progress.

Education and Experience
- High school Diploma or equivalent; or
- One year of experience work experience providing vocational or pre-vocational services to individuals with disabilities.

Knowledge, Skills, and Abilities
1. Strong commitment to the independent living philosophy, Person Centered Planning, consumer choice and integration of people with disabilities into all aspects of community life.
2. Experience working with individuals with intellectual and developmental disabilities.
3. Knowledge of employer expectations and employee behaviors.
4. Strong leadership and team management skills.
5. Ability to effectively interact and work with individuals from diverse cultures and backgrounds.
6. Proficient in the use of all Microsoft Office applications (Excel, Word, Power Point).
7. Ability to communicate effectively, both verbally and in writing.
8. Demonstrate professional work habits including dependability, time management, independence and responsibility.
9. Knowledge of ethical and professional responsibilities and boundaries.
10. Excellent attention to detail and organizational skills.
11. Ability to multi-task and work effectively in both a team and individual setting.
12. Capacity to work in various settings, including home visits and community-based locations.
13. Valid Driver's License and reliable vehicle.

Essential Job Functions
1. Seek to meet the objective of providing person-centered instruction, support, training, and assistance to individuals and/or or groups in accordance with the individual's service plan in the development of vocational soft skills in five core areas including Independence, Self-Regulation, Responsibility, Hygiene, and Transportation.
2. Seek to meet the objective of providing education and referrals to resources that can assist with accessibility accommodations, benefits, and other programs and services.

3. Implement a combination of classroom style instruction and real work experience in community settings to achieve the above objectives.
4. In determining an individual's progress toward meeting the above objectives, conduct periodic assessment individual's progress, provide feedback, and develop recommendations in each of the five core areas.
5. Conduct annual assessments of individual's progress as prescribed by OPWDD.
6. Provide travel training and transportation throughout a multi-county area including Broome, Chenango and Tioga counties.
7. Communicate with the person's family members, work-site supervisors, and other service providers.
8. Attend meetings with the person, their family members, work-site supervisors, and other service providers.
9. Maintain prompt, reliable correspondence with individuals receiving services, supervisor and program coordinators.
10. Develop and maintain professional relationships with local employers and facilitate the development of new work experience opportunities for individuals receiving services to participate in.
11. Complete required documentation according to guidelines and regulations. This includes but is not limited to daily completion of notes and expense/mileage reimbursement requests and timely completion of assessments and monthly summaries by the prescribed deadlines.
12. Comply with all STIC policies and procedures, as well as applicable state and federal laws and regulations.
13. Collect and maintain all required statistical and other data and prepare reports within established timeframes.
14. Attend all mandatory agency and departmental trainings, meetings, and sign language class and advocacy groups.
15. Perform all other duties relevant to the position as requested.

Physical Requirements/Working Conditions

- Ability to sit/stand throughout day to accomplish job.
- Ability to reach above shoulder level.
- Ability to turn/twist upper body.
- Ability to enter data, notes, and other documentation into a computer.
- Must be able to travel throughout covered territories in Upstate NY as needed.

Reasonable accommodations may be made to the extent required under applicable law to enable individuals with disabilities to perform the essential functions of this position.

The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, skills, required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the direction of the employer.

I have read and understand the responsibilities outlined in this job description.

Southern Tier Independence Center, Inc. is an equal opportunity employer. It is our policy to hire the best qualified applicant for the position, without regard to: gender; gender identity/expression; sexual orientation; disability; age; race; color; creed; national origin; pre-disposing genetic characteristics; military, familial, marital or domestic violence survivor status; pregnancy or pregnancy-related conditions; criminal history; or any other protected class included in applicable local, state or federal laws.

Employee Name: _____

Employee Signature: _____ Date: _____

Supervisor Name: _____

Supervisor Signature: _____ Date: _____