Southern Tier Independence Center

Access your world.

Position Title	Employment Specialist	**HR USE ONLY**	
Date Issued	July 2025	**Hour Per Week/ Status**	35 hours/week, Full-Time
Date Revised	July 2025	**Hourly Rate**	$18.50
Reports to	Director of OPWDD Services	**FSLA Status**	Non-Exempt
Department	Supported Employment	**Location**	Community Based Broome, Tioga, Chenango

Summary
The Employment Specialist works directly with individuals who have a goal of obtaining or maintaining a job or advancing in a career. They will implement individualized services plans addressing necessary skills and behaviors and will assist in eliminating barriers and developing natural supports. They will also cultivate vocational experience and employment opportunities by developing positive relationships with local businesses and organizations.

Education and Experience

- A high school diploma or GED; a varied and successful work history in competitive employment settings; knowledge of employer expectations of performance and employee behaviors; and, a minimum of two years' experience in providing employment-related services to persons who have a disabling condition and knowledge of the local job market;
- or a Bachelor's Degree in Human Services or related field with experience working with people 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. Knowledge of employer expectations and employee behaviors.
3. Ability to effectively interact and work with individuals from diverse cultures and backgrounds.
4. Proficient in the use of all Microsoft Office applications (Excel, Word, Power Point, Outlook) and web-based record keeping applications.
5. Ability to communicate effectively, both verbally and in writing.
6. Demonstrate professional work habits including dependability, time management, independence, and responsibility.
7. Knowledge of ethical and professional responsibilities and boundaries.
8. Excellent attention to detail and organizational skills.
9. Proactive approach to learning program specific requirements.
10. Ability to multi-task and work effectively in both a team and individual setting.
11. Strong leadership and problem-solving skills.
12. Capacity to work in various settings, including home visits and community-based locations.
13. Valid driver's license, access to a reliable and insured vehicle, and compliance with all applicable state regulations, including required vehicle inspections and driving record checks.

Essential Job Functions

1. Provide services throughout a multi-county area including Broome, Chenango and Tioga counties.
2. Maintain prompt, reliable correspondence with individuals receiving services, supervisor, and program director.
3. Communicate with the person's interdisciplinary team including natural supports, work-site supervisors, and other service providers.
4. Attend meetings with the person and their interdisciplinary team.
5. Develop and maintain professional relationships with local employers and facilitate the development of new work experience opportunities for individuals receiving services to participate in.
6. Complete required documentation according to state and agency guidelines and regulations. This includes but is not limited to daily completion of notes and expense/mileage reimbursement requests, and completion of assessments and monthly summaries by the prescribed deadlines.
7. Comply with all STIC policies and procedures, as well as applicable state and federal laws and regulations.
8. Alert the Employment Director to problems that may occur; including reporting incidents in a timely manner as required.
9. Collect and maintain all required statistical and other data and prepare reports within established timeframes.
10. Attend all mandatory agency and departmental trainings, meetings, sign language class, and advocacy groups.
11. Work a flexible schedule based on program and caseload needs; which may include nights, weekends, and holidays
12. 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: _____