

**Services To Enhance Potential** 2941 S. Gulley Road, Dearborn, MI 48124

Our mission is to support individuals in the pursuit of their chosen goals and the achievement of personal satisfaction in their lives.

**EMPLOYMENT REPRESENTATIVE**

**QUALIFICATIONS:**

- Education:** High School Diploma or G.E.D. – Post Secondary Education
- Education Preferred:** Employment Training Specialist Certification
- Experience:** One (1) year business, industrial, sales, marketing, human service or related field.
- Experience Preferred:** One (1) year business, industrial, sales, marketing, human service or related field. Must have a proven track record of successful job development and placement for individuals with disabilities and other persons experiencing barriers to employment.
- Licensure:** Valid Michigan Driver’s License  
Approval of STEP’s Insurance Carrier
- Status:** Union, Non - Exempt

**PRINCIPAL FUNCTION:**

Find and create community-based employment opportunities for at least two to three persons per month. Establish one to two group worksites per year. Provide information and support to persons receiving services, employers, staff, and funders in order to maximize employment opportunities in the community.

Solicit and manage job development and placement referrals from all sources, i.e., MCPNs, Michigan Rehabilitation Services, Michigan Commission for the Blind, etc.

**DUTIES AND RESPONSIBILITIES:**

**Essential Functions:**

1. Assess, prioritize, and job develop for persons receiving services on the specified caseload including individual and group placements.
2. Has the ultimate responsibility for the recommendation of any individual for an existing job opening.
3. Assist in the creation of self-employment opportunities.
4. Coordinate job coaching at worksites as needed. Assume job coaching duties if needed.
5. Provide worksite analysis for all potential job openings. Market the individual to the employer and create employment opportunities through job carving.
6. Observe, record, and report the performance and interactions of persons receiving services. Correct work related problems in conjunction with the individual, employer, and Supports Coordinator.

7. Assist persons in developing job seeking skills, i.e., completing applications, writing resumes, and interviewing. Utilize available community resources, i.e., Michigan Works! offices.
8. Provide information regarding performance of the person served as required.
9. Make recommendations for accommodations, work methods, and assistive technology.
10. Observe the principles of person centered planning, i.e., allow the person receiving services maximum participation in the decision making process.
11. Prescribe training plans, accompany person receiving services to a site for training and instruction if needed, and implement and maintain training program for person receiving services at the worksite as prescribed.
12. Provide long term follow-along support services to the person receiving services and employer in order to maintain and improve the conditions of employment.
13. Provide personal care assistance for person receiving services, as needed.
14. Act as liaison to employers for persons receiving services on the caseload, providing information and assistance with regards to the person receiving services, accommodations, and relevant laws and regulations.
15. Maintain a personal vehicle for use in performing job duties.
16. Assist in the development, monitoring, and evaluation of community-based employment.
17. Maintain compliance with DCH, DWMHA, Medicaid, CARF, MDLEG-MRS, Michigan Commission for the Blind, DOL, MIOSHA, MCPN, inter-agency agreements, and Services To Enhance Potential policies and procedures.
18. Maintain and submit all required records, documents, and reports on a timely basis.

**Marginal Functions:**

1. Participate in Services To Enhance Potential meetings and committees, as assigned.
2. Assume any other duties as may be assigned by the Regional Resource Center Director.

The statements made herein are intended to describe the nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

**SUPERVISION:** Director of Employment and Training Services

**RECEIVED:** Director of Employment and Training Services

**EXERCISED:** N/A

**TECHNICAL ASSISTANCE RECEIVED** Supports Coordinator  
Business Services Manager

Date Effective: 11/11/08

Date Revised: 2/16/10, 3/22/2012, 07/06/2016

Attachment: Physical Efforts/Environment Checklists

Job Position: Employment Representative

Physical Effort	Essential Y/N	Rare 0-30%	% of time performing task		
			Occasional 30-60%	Frequent 60-90%	Constant 90-100%

<b>Hand Movement</b>	Y				X
Repetitive Motions	N				
Grasping	Y		X		
<b>Holding</b>	Y		X		
<b>Finger Dexterity</b>	Y			X	
<b>Reading</b>	Y				X
<b>Writing</b>	Y				X
<b>Eye-Hand Coord.</b>	Y			X	
<b>Vision</b>	Y				X
Color Discrimination	N				
Prepare/Analyze Figures	Y				X
Visual Inspection	N				
Meas./Assm. close to eye	N				
Skilled Trades	N				
<b>Hearing</b>	Y				X
<b>Talking</b>	Y				X
<b>Standing</b>	Y			X	
<b>Sitting</b>	Y			X	
<b>Walking</b>	Y			X	
<b>Lifting</b>	Y	X			
0-30 lbs.	Y	X			
30-60 lbs.	N				
60-90 lbs.	N				
90 plus lbs.	N				
<b>Pushing/Pulling</b>	Y	X			
<b>Climbing</b>	Y	X			
Stairs	Y	X			
Ladders	N				
<b>Bending</b>	Y	X			
<b>Squatting</b>	Y	X			
<b>Crawling</b>	N				
<b>Reaching</b>	Y			X	
<b>Others</b>					

Work Environment	Essential Y/N	Rare 0-30%	% of time performing task		
			Occasional 30-60%	Frequent 60-90%	Constant 90-100%

<b>Driving</b>	Y			X	
Car/Truck	Y			X	
Standard/Automatic	Y			X	
Mower/Forklift	N				
<b>Location</b>					
Trees	N				
Air Vent	N				
Roof	N				
<b>Equipment/Machines</b>	Y	X			
<b>Heights</b>	N				
Roofs	N				
Ladders	N				
Step Stools	N				
Scaffolds	N				
<b>Nights/Dark</b>	Y		X		
<b>Extreme Noise Levels</b>	Y	X			
<b>Extreme Temperatures</b>	Y	X			
Inside	Y			X	
Outside	Y	X			
<b>Ventilation Conditions</b>					
Dust	Y	X			
Fumes	Y	X			
Chemicals	Y	X			
Gases	N				
<b>Hazard Exposure</b>	Y	X			
Chemical Spills	Y	X			
Gas Leaks	N				
Infectious Bacteria	Y	X			
Acidic/Oily Substances	Y	X			
Respirator Usage	N				
Electric Hazards	N				
<b>Overtime</b>	Y	X			
<b>Others</b>					