

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, or related field.
One (1) year in a human services 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. Must have demonstrable computer efficiency.

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 or internship sites 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, BSBP, 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. Coordinate job coaching at individual worksites and internships as needed. Assume job coaching duties if needed.
4. Provide worksite analysis for all potential job openings. Market the individual to the employer and create employment opportunities through job carving/Customized Employment.
5. 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.

6. Assist persons in developing job seeking skills, i.e., completing applications, writing resumes, and interviewing. Utilize available community resources, i.e., Michigan Works! offices.
7. Help create and perform classroom and community training courses.
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. Observe the principles of Evidence Based Practices for Individual Placement and Support for persons with a mental health diagnosis where applicable.
12. 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.
13. Provide long term follow-along support services to the person receiving services and employer in order to maintain and improve the conditions of employment.
14. Provide personal care assistance for person receiving services, as needed.
15. 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.
16. Maintain a personal vehicle for use in performing job duties.
17. Assist in the development, monitoring, and evaluation of community-based employment.
18. Maintain compliance with DCH, DWIHN, Medicaid, CARF, MDLEG-MRS, Michigan Commission for the Blind, DOL, MIOSHA, inter-agency agreements, and Services To Enhance Potential policies and procedures.
19. 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. Assist in the creation of self-employment opportunities.
3. Assume any other duties as may be assigned by the Employment Services Manager.

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: Employment Services Manager

TECHNICAL ASSISTANCE RECEIVED: Supports Coordinator

Date Effective: 11/11/08

Date Approved:

Date Revised: 2/16/10, 3/22/2012, 07/06/2016, 03/12/2017, 07/22/2025

Date Reviewed: 01/31/2018, 07/22/2025 QAA: 040417