

## VOCATIONAL LEAD STAFF

### JOB SUMMARY

The vocational lead staff member provides leadership for the vocational services department at IKUS Life Enrichment Services. This position involves leading and facilitating all three components of job development: 1) Job Creation/Community Networking, 2) Job Development and Job Coaching, and 3) Assisting in Client's Obtaining Their Personal Goals of Gainful Community Employment.

### SUMMARY OF ESSENTIAL JOB FUNCTIONS

- Relate, interact, and communicate positively with Supported Employment clients.
- Provide training for general work/employability skills as well as social skills training as it relates to an employment setting.
- Provide necessary orientation, training, supervision, and follow-along services to assigned clients at the work site or work setting.
- Develop plan and implement strategies to ensure that the individual meets quality and productivity expectations, and follows employer's policies. Work with individual on developing problem solving skills.
- Perform transportation training and educate individuals and families about available transportation options. Review public transportation routes and schedules as indicated.
- Develop and write Vocational Assessments on clients.
- Develop community partnerships and work-site settings.
- Complete Daily Report after each client contact and/or meeting.
- Follow Community Mental Health guidelines for client supervision.
- Perform other duties as assigned.

### MINIMUM REQUIREMENTS

- BA/BS degree from an accredited university or institution of higher learning; equivalent related employment experience may be considered in lieu of degree.
- Demonstrated experience working as a member of a team.
- Strong written and verbal communication skills. Able to assess and effectively communicate strategies to resolve work related challenges.
- Demonstrated ability to work with people with neurological, psychological and physical disabilities.
- Ability to work with a minimal amount of direct supervision—must be ethical and have a high degree of integrity/honesty.
- Strong organizational and time management skills.
- Able to adapt to various personalities and work environments.
- One or more years working with individuals who have a diverse background or disabilities.
- Valid Michigan driver's license with driving record acceptable according to IKUS policy.

### DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by the people 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.