

## **SUPPORTED EMPLOYMENT PROGRAM TECHNICIAN**

### **DEFINITION**

Under general supervision, to provide job development, case management, counseling and supported employment services to developmentally disabled adult client workers; and do related work as required.

### **EXAMPLE OF DUTIES**

Provide ongoing support services to adult clients in supported employment, including initial enrollment and assessment, one-to-one mobility and job training; assist clients in completing applications, writing resumes, and building interview skills; observation, evaluation and reporting of job performance; travel to various sites to interface with referral services, employers, care providers and others concerning client job training and performance; coordinate with the Department of Rehabilitation, providing administrative and financial reports, as well as adhering to program policies and procedures; monitor all project requirements and record keeping; develop new supported employment jobs; and attend required meetings and inservices.

### **QUALIFICATIONS**

#### **Knowledge of:**

Correct English usage, spelling and simple arithmetical calculations; developmentally disabled adult behavior and characteristics; and vocational and habilitation job training principles and practices.

#### **Ability to:**

Compile and maintain accurate and complete records and reports; understand and carry out oral and written directions; give presentations to small-to-medium size audiences; maintain cooperative relationships with those contacted in the course of work; work with developmentally disabled adults; travel to various sites in personal vehicle; follow procedures, regulations and controls of specially funded programs; and work flexible hours including evenings and weekends.

#### **Experience:**

One year of responsible experience in some combination of related activities with the developmentally disabled. Experience in vocational job training and placements is preferred.

#### **Education:**

Equivalent to the completion of the twelfth grade.

#### **Physical Performance Requirements:**

Frequent sitting, standing, or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses

Possession of a valid and appropriate California Driver's License.

Board Approved: July 11, 1989

Revised: October 14, 1997

Revised: May 11, 1999

Revised: February 8, 2005 effective March 1, 2005