

## **LifeWorks Community Services Job Description**

**Job Title:** Vocational Floater  
**Department:** Employment Services  
**Reports To:** Vocational Director  
**FLSA Status:** Non-Exempt  
**Date:** 12/14/17

**SUMMARY:** Offers training and support to individuals with disabilities in vocational programs. These programs include Supported Employment, Work Crew Services and Prevocational Services. Also my substitute in other day programs as needed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following:

1. Teach consumers vocational skills in accordance with Action Plans.
2. Teach consumers required job tasks in correct sequence. Adjust jobs to individual's abilities and needs, where indicated.
3. Document training given plans, incidents, accidents, etc.
4. Assist in orienting consumer to employer's policies, standards, procedures and expectations. Adapt training strategies to fit the changing work environment or other changing needs.
5. Communicate effectively and regularly with consumers' community employers about performance and expectations.
6. Aid employer with identifying and creating job accommodation/assistive devices as needed.
7. Assist consumers to develop natural supports. Fade supports as possible and as appropriate.
8. Be able and willing to work in other programs as needed.
9. Support consumers when they have a problem, by either helping them personally or referring to appropriate others.
10. Report progress, problems, and concerns to supervisor/service coordinators.
11. Record attendance and productivity.
12. Count completed parts, checking for quality. Record completed parts on Activity Sheets.
13. Instruct and monitor safety practices.
14. Attend scheduled meetings.
15. Supervise consumers while at work and/or when on break.
16. Help consumers complete personal care tasks as needed such as taking medication, heating lunch items, toileting.
17. Assist supervisors when job accommodations and assistive devices are needed.
18. Administer first aid as needed.
19. Participate in LifeWorks Safety Program as assigned.
20. Complete production needs as assigned.
21. Completes assigned task or follows procedure for drills/emergencies.

22. Attends safety trainings as scheduled.
23. Completes safety walk through tasks as assigned.
24. Identifies any safety issues to the appropriate person.
25. Completes other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:** None over other staff. Provides training to consumers.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Be person-centered in service-delivery philosophy, willing to help people when needed.

Provide training and support to individuals with disabilities in accordance with interdisciplinary directives, Action Plans, community-based employer policies and procedures, and more.

Be able to report orally and by written communication concisely.

Be willing to handle behavioral problems.

Be able and willing to work in whatever non-residential programs as needed.

Have the personal initiative to recognize when a person needs help and give it.

Able to drive facility vehicles, and be insured by company insurance.

**EDUCATION and/or EXPERIENCE:** Must have an Associate Degree, or HS diploma or GED with six months' experience.

**LANGUAGE SKILLS:** Read, speak, write in English. Document progress using a computer.

**MATHEMATIC SKILLS:** Ability to count in hundreds, use calculator to add and subtract numbers.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situation where only limited directives exist. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Successful candidate must either have or be willing to obtain (at LifeWorks' expense) first aid, CPR, and job coaching and/or job development certifications. Must also have valid driver's license and be insurable to drive company vehicles. May be asked to become a certified Medication Manager, at LifeWorks expense.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of

this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Over 2/3 time spent on such activities as standing, walking, talking, hearing, sitting, and teaching. 1/3 to 2/3 of time spent grasping, stooping, kneeling, crouching, lifting up to 50 pounds. Under 1/3 of time spent working in an office setting.

**WORK ENVIRONMENT:** Work is performed in a variety of settings, indoors or outdoors, as dictated by consumer work schedules, community-based settings selected by individuals served, and activities scheduled at LifeWorks' vocational site.

**Staff Signature**\_\_\_\_\_

**Date**\_\_\_\_\_