



## Essential Functions

- A. Planning
  1. Conduct comprehensive analysis of interests, skills, and needs for support in the process of career planning for all persons assigned.
  2. Ensure that efforts are undertaken to implement the individual choices of each person assigned.
  3. Develop plans for specific job development efforts.
  4. Plan for all supports required for successful employment retention and coordinates efforts with family, care-providers, co-workers, community members, and others.
  
- B. Employment Development
  - ~~1.~~ Responsible for the development of quality employment opportunities for persons with disabilities.
  2. Market supported employment services to employers.
  3. Assess appropriateness of work by conducting job and compatibility analysis.
  4. Provide education and consultation to employers.
  
- C. Employment Support
  1. Provide directly, or as a consultant to the employer, all necessary supports to ensure successful employment.
  2. Use systematic instructional techniques, collection and interpretation of data, and natural and planned supports.
  3. Provide on-going technical assistance to the employer.
  4. Provide support or training necessary outside the work setting to ensure success which may include, but is not limited to: transportation, grooming/hygiene, social skills, family or personal counseling, and communications with significant others.
  
- D. Advocacy
  1. Communicate and interact with significant people in the lives of supported employees to ensure successful employment. Coordinates necessary supports outside the work environment with community resources.
  2. Facilitate natural supports and the development of close relationships both within and outside the work setting.
  3. Act to strengthen connections to the community to ensure successful employment and lessen dependency on the human service system.
  4. Provide disability awareness training, as appropriate.
  
- E. Assurance
  1. Provide input for the development, implementation, and monitoring of Individual Service Plans for persons assigned.
  2. Act as case manager to ensure quality and coordination of services.
  3. Maintain all required documentation and needed data.
  4. Maintain accurate time/billing records and submit as supervisor requests.
  4. Maintain open communication with funding sources, other service providers, state/federal agencies, families/care providers, and significant others.
  5. Assess the satisfaction of consumers and their families with service providers.

F. Sycamore Services Team

1. Promote and uphold the agency's mission statement.
2. Promote a sense of team through mutual respect and assisting co-workers as needed.
3. Work with a variety of individuals in different settings.
4. Work a flexible schedule with non-standard hours.
5. Perform other duties as assigned.

---

Approved

---

Date