



Kirstin Care, LLC

Job Description

Job Description: Employment Services Professional

Reports to: Program Manager

Last Revision Date:

Quality, Performance, and Behavior Expectations: All employees are expected to uphold the agency's mission and values by demonstrating compassion and care to all individuals served by the agency. Kirstin Care expects employees to demonstrate integrity, respect, and accountability.

Job Summary: The Employment Services Professional provides aid to individuals seeking employment in the community. In this role, the professional is responsible for assisting the individual in obtaining and maintaining a job in the community. The professional will help the individuals develop/increase their skills to reach new goals and employment opportunities. The Employment Service Professional will be responsible for performing all job duties in accordance with the State of Maryland regulations.

Supervisory-Responsibility: None

Essential Job Duties and Responsibilities:

- Ability to adapt to a changing environment.
- Must provide transportation to job sites, workshops, internships, and other community outings.
- Assistance and support in goal achievement and personal job development
- Must be able to accurately document the daily job activities of individuals.
- Must be able to implement and document individual's goals.
- Completes any required training necessary to work with individuals to better understand preferences.
- Must be willing to offer a hands-on approach when assisting individuals with employment opportunities as they become available.
- Assistance in increasing opportunities for employment growth.
- Must be able to network in the community to build meaningful relationships with potential employers for individuals.
- Must be able to keep an accurate log of volunteer/internship contacts.
- Must do drop in monitoring and maintain close communication with job prospects.



- Will participate in the person-centered plan (PCP) meeting's annually and as needed to discuss individual's progress in achieving their short- and long-term goals.
- Must be willing to attend events dealing with employment services as designated by the Program Manager.
- Must keep up with employment changes in the State of Maryland.
- Other duties as determined by the agency.

Work Conditions:

- May require lifting, bending, walking, or standing for long hours.
- May be exposed to a communicable disease or various non-threatening medical conditions.
- May require a van or lift assistance as needed.
- The weather may play a factor in hot summers and cold winters.
- Must use own car to transport (employee responsible for the upkeep of their own car)
- Other conditions may arise.

Requirements:

- Must be 18 years old.
- High School Diploma (Associates degree preferred).
- Minimum of 6 months employment experience.
- Knowledge of current and surrounding counties.
- Must have a valid driver's license (No moving violations).
- Must be able to read and write (Test administrated with/interview).
- Must successfully pass a background check.
- Ability to work during inclement weather.

Mandatory Training:

- CPR/ First Aid
- MANDT (including annual recertification)
- DDA Training's
- ACRE/CESP (DDA Approved certification)-Mandatory
- Other training as determined by the agency.