TARC
Service. Support. Advocacy.

JOB DESCRIPTION

POSITION: TIES Employment Associate – Production/Community Employment

JOB OBJECTIVE: Work under the guidance of the Day & Work Services Assistant Director to provide individualized employment training and services to adults with developmental and related disabilities. Work effectively as a team member to meet persons supported employment needs, as well as the production needs within TARC Industries. Provide training and support services at community work sites. Be a member of a TEAM that confidently and competently supports one another.

IMMEDATE SUPERVISOR: Day & Work Services Assistant Director

PRIMARY RESPONSIBILITIES:

I. PERSONS SUPPORTED RESPONSIBILITIES

A. Provide individualized support to individuals in order to accomplish their personal work goals.
B. Implement/Support objectives as identified in Person Centered Support Plans.
C. Utilize reasonable accommodations to achieve individual's maximum independence and utilization of job skills, by all individuals.
D. Ensure all Human and Legal Rights of individuals are respected and preserved.
E. Ensure communication with all teams involved to generate opportunities and ideas to support goals, dreams, quality of life, and independence.
F. Develop and maintain an effective, working relationship with team, guardians, community job site employers and colleagues to ensure effective communication regarding satisfactory delivery of services.
G. Provide persons supported and community with positive support models.

II. DOCUMENTATION

A. Maintain accurate, thorough, and efficient documentation in accordance with TARC Policies and Procedures.
B. Maintain supported employee work file and progress reporting in a current and accurate manner.
C. Conduct job and task analysis to determine basic elements of job(s) to be learned and performed by person supported.
D. Provide accurate timecards of persons supported for funding purposes.

III. PRODUCTION

A. Ensure quality and production standards are maintained.
B. Ensure safety rules and regulations are adhered to.
C. Assist Production Manager with time studies as needed.
D. Work as an effective team member to ensure work orders, quality standards and completion dates are adhered to.

IV. COMMUNITY WORK SITES

A. Educate persons supported on community employer rules, expectations, policies and operating procedures.
B. Provide transportation training as required.

C. Work with community employer to identify any modification to job description, restructuring of job duties or reasonable accommodations.
D. Obtain feedback from community employer and implement plan to address areas of concern and report any changes or needs to Employment Program Manager.
E. Communicate with the employment team on a regular basis and provide feedback to team on progress, areas of concern, highlights and achievements.
F. Work with the employment team to implement fading plan by gradually turning supervision and support to community employer.
G. Provide ongoing support, as needed.

Mental Demands:

A. Requires creativity to analyze situations and advocate participation in the development and implementation of new opportunities.
B. Must be able to handle diverse work situations on a daily basis.
C. Ability to communicate with a variety of levels of individuals.
D. Requires independent problem solving.

V. OTHER DUTIES AS ASSIGNED

QUALIFICATIONS: Person of good character who is mentally and physically able to conduct oneself in a responsible manner in carrying out the job for which they are employed. Must be a team player who can multi-task with the ability to work multiple jobs and meet various timelines while providing direction and support to multiple people with various types of disabilities. Must be patient and creative. Math skills should reflect the ability to accurately count and record data.

EDUCATION: High School Diploma or equivalent.

EXPERIENCE AND TRAINING: Two years working with individuals with developmental disabilities preferred; and/or appropriate coursework in the MR/DD field. Production, housekeeping and janitorial skills experience helpful.

CLASSIFICATION: Hourly/Non-exempt **SALARY LEVEL:** 1

EEO: 9-Service Workers **WC ID:** 8864 Social Services

TRAINING REQUIREMENTS: As outlined in TARC Policy 03-014 Staff Development

WORKING CONDITIONS AND PHYSICAL EFFORT:

- Work is normally performed in a production/warehouse setting.
- Routine job responsibilities include frequent physical intervention (i.e. assisted or unassisted lifting).
- Must be able to lift up to 50 lbs. unassisted

OTHER REQUIREMENTS:

A. Must maintain valid Kansas Driver's License.
B. Maintain eligibility for TARC's standard insurance policy.
C. Must have access to reliable personal transportation for the purpose of conducting TARC business, including the transport of individuals in service for the purpose of employment. Employee will be responsible for completing personal mileage reimbursement.

D. Must be able to exercise good judgement and discretion in handling confidential information.

The above Job Description has been reviewed with me by my Supervisor and I understand my responsibilities as outlined above.

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Employee Name **Date**

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Supervisor Name **Date**

This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties may differ from those outlined on the job description and other duties, as assigned, may be required. This document does not create an employment contract. Employees are employed on an "at will" basis.