



EMRI “Elevating all Members to Realize their Independence”

155 Novner Dr.

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Vocab Specialist Job Description:

✧ **PRE-EMPLOYMENT QUALIFICATIONS:**

Required to drive and meet State Requirements for transporting consumers.

Satisfactory criminal background check.

Eligible for Adult Services registration with Ohio Department of DD.

Ability to lift, move and carry consumers.

High School Diploma or equivalent.

Ability to fulfill necessary documentation responsibilities.

Compassion and a drive to advocate for individuals with DD.

Job Duties:

Vocab Specialist refers to the training of an employee by an approved specialist, who uses structured intervention techniques to help the employee learn to perform job tasks to the employer’s/contract specifications and to learn the interpersonal skills necessary to be accepted as a worker at the job site and in related community contacts. In addition to job-site training, vocab specialist includes related assessment , job development, counseling, advocacy, travel training and other services needed to maintain the employment.

By placing a consumer directly in a job with the hands-on assistance of a vocab specialist, areas of vocational and personal strength and weakness become apparent early in the process and are based on actual, not projected or simulated experience; the consumer is able to receive immediate feedback, assistance and follow-up from the support person; and an employer is able to take on and observe the progress of the consumer without a full commitment of personnel resources in the beginning of the process.

The vocab specialist will train consumers with developmental disabilities to perform work tasks at work sites to contract specifications. Maintains interactive personal contact with assigned individuals and employers. Develops adaptive equipment and materials for individuals. Maintains accurate documentation required for case records and working files. Required to meet and maintain EMRI requirements in order to transport consumers to/from work. Instructs trainees in methods of performing duties and assignments of vocational/habilitation program, such as industrial assembly, general labor, assembly, packaging, sorting, separating and other newly developed programs. Assesses consumers, evaluates progress and coordinates training activities. Assists in developing, implementing Individual Service Plan (ISP). Prepares reports; keeps records of consumers attendance. Provides transportation for consumers as needed.

✧ **POST-EMPLOYMENT QUALIFICATIONS:**

Pre-Placement Physical, including drug screen and TB test.

Maintenance of registration requirements (Drivers Abstract, Nurse Aid Registry, Abuser Registry).

Satisfactory completion of probationary period (6 months).

