
Job Opportunity: Employment Navigator

POSTING DATE: 6/25/2024 – Until Filled

POSITION & PROGRAM: Employment Navigator
Community Awareness & Opportunities Department

POSITION SUMMARY:

This is specialized work in the coordination of vocational opportunities for people with developmental disabilities. The focus of this position is to connect individuals with developmental disabilities to opportunities in the community and promote opportunities for these individuals to live, work and play as full members of the community. These services will include, but are not limited to, observation, assessment, assistance and linkage. This position works as a liaison between all necessary departments and organizations to support individuals in community-integrated employment, increased independence and progress on their path to inclusion.

As an employee of the Miami County Board of Developmental Disabilities (Riverside), the job incumbent shall always comply with all Board policies, and shall demonstrate respect for, support the dignity of, and observe the rights of all individuals served by the Board and demonstrate sensitivity to diverse beliefs, cultures, values and family structures.

QUALIFICATIONS:

- Bachelor's Degree in Human Services, Education, Social Work, Rehabilitation or closely related field
- Two (2) years of experience in developmental disabilities or other related social service position
- Possession of or ability to obtain and maintain Service & Support Administration registration and/or certification from the Ohio Department of Developmental Disabilities within the probationary period
- Must support the Person-Centered Philosophy
- Strong oral and written communication
- Competency in Microsoft Office applications
- Ability to abide by Riverside's Code of Conduct
- Satisfactory criminal background and Abuser Registry checks
- Satisfactory pre-employment drug test
- Possess valid State of Ohio driver's license

DUTIES:

- Coordination of Vocational/Volunteer Opportunities which requires monitoring, assistance, follow-along and development of vocational and volunteer opportunities aimed at supporting vocational goals for individuals with developmental disabilities
 - Facilitates discussions with individuals and key team members and brings recommendations to individuals/teams
 - Coordinates job/volunteer try-outs and vocational/volunteer assessments for individuals in – or interested in entering – job development and volunteerism
 - Participates in the ISP process and referrals as related to vocational and volunteer opportunities
 - Links individuals with the vocational rehabilitation counselors through Opportunities for Ohioans with Disabilities (OOD), including providing documentation for eligibility, coordinating initial meetings and acting as the liaison between OOD/vendor staff and DD staff by attending progress meetings to gather information to share with the team
 - Links individuals to Ohio Means Jobs (OMJ) to use as a resource as needed
 - Promotes advocacy opportunities such as Riverside advocacy meetings and trainings, People First, Project STIR, involvement in Ohio Self-Determination Association (OSDA) regional meetings and the organization’s Board meetings.
 - Completes necessary documentation for services. Completes the input of targeted case management (TCM)
 - Completes review of and updates to the Employment First Data Tracking System (OTS) through collaboration with individuals, providers and SSAs
 - Monitors the CCC software database along with collects and inputs information into this database
 - Reports any Unusual and Major Unusual Incidents following appropriate policy and procedure

HOURS: Monday – Friday 8:00 a.m. – 4:00 p.m.

SALARY: \$21.52/hour or higher based on experience

FLSA: Non-Exempt from overtime

BENEFITS: Medical, Dental, Vision, OPERS Retirement, Life Insurance, Vacation, Sick, Personal, Holidays including your Birthday, Flexible Schedule

TO APPLY: Please submit applications/resumes

Email careers@riversidedd.org

US Mail/Hand Delivery 1625 Troy Sidney Road, Troy, OH 45373

Fax 937.332.3490

A Riverside application **must** be completed

Applications are located at www.riversidedd.org under the Careers tab

Riverside does not discriminate in provision of services or employment on the basis of race, religion, color, national origin, gender (including pregnancy or gender identity), sexual orientation, age, veteran status, disability or any other basis covered by appropriate law.