

MISSION STATEMENT



- To value every individual with a disability regardless of his/her abilities or challenges
- To create individualized opportunities for paid employment and other community activities each person chooses
- To enable the individual to be a respected and productive member of the community
- To provide quality, person-centered support in a way that increase people's independence and capacity to advocate for themselves

Job Title: Employer Liaison

Part-time: up to 35 hours/week

FLSA Status: Nonexempt

Reports to: Team Lead & Employment Specialist

Location: Downtown Madison

Summary of Position: The Employer Liaison provides ongoing supervision and support to individuals as directed in developing and maintaining appropriate work skills both on and off the jobsite.

In addition, the Supported Employment Specialist provides support for individuals to assist them in pursuing goals related to community activities, social interactions, essential life skills and personal hygiene tasks. This position may work independently but maintains close contact with the assigned supervisor and the team. The job atmosphere is based on the individuals needs.

Responsibilities & Duties:

Job Support:

- Provide ongoing support and supervision to people working in community jobs.
- Help people gain and maintain independence at work.
 - Identify and maximize individual strengths in the workplace. Assist people with time management, tasks, and skill building. Utilize assistive technology as necessary to enhance independence.
 - Employer Liaison: help people communicate and build relationships with employers, identify and connect people with natural supports at work.
 - Facilitate fading when an individual has developed the skills necessary to do their job independently.
 - Allow the individual to complete work tasks with little to no direction or supervision from you. Help natural supports gain the confidence necessary to work with the individual when the job coach is ready to fade
 - Fading must be planned with the Employment Specialist.

Community Support:

- Assist people to participate in community activities that meet their needs and interests.
 - Develop and expand community activities & opportunities.
- Facilitate interaction between the people we support and others in the community.
 - Use icebreakers and social skills to build relationships.
 - Provide others in the community with information about the people we provide support to. Ability to share our mission and vision with community members is essential.

Personal Care:

- Assist people to meet their needs for personal hygiene, self-care, and physical development.
- Help people to develop and implement strategies for coping with challenging situations.

Reporting & Communication:

- Daily, weekly and monthly reporting is required to maintain long term funding.
- Communication with team members is crucial to provide the best support possible.
- Collects and maintains data pertaining to but not limited to attendance, employer satisfaction, self satisfaction, social relationships, and training needs of the trainee.

Other duties as assigned

Skills & Abilities Required: This position requires creativity, strong problem solving skills, self motivation, and most importantly patience. In addition, respect for each person's rights and tolerance of individual differences is essential.

Preferable but not required:

- High School Education
- Driver's license & auto insurance
- Personal experience or knowledge of someone living with a significant disability.

Core Competencies:

- Ability to work as a team in our interdependent & creative culture.
 - The success of our agency is directly linked to the success of the entire team. Team members work together in order to provide the best support possible.
 - Scheduling and pairing will reflect your strengths and interests as a team member. Your position will grow and become more personalized as you gain experience.
- Communication, Social Interaction
 - You are a bridge that connects people living with disabilities to their community. Having the courage to start conversations and interactions with others in the community is a crucial part of our mission.
 - Help people understand and retain socially appropriate behavior. Implement redirection by offering alternative choices.
- Advocacy
 - Our team values self advocacy but there are some people who cannot advocate for themselves due to communication barriers.
 - Mandatory Reporting to Dane County
 - Abuse, neglect, or exploitation concerns must be reported to one of our fact finders for investigation. (Karen Schwanz & Paul Peterson)
- Responsible & Punctual
 - As a member of our team it is vital that you can be trusted. Your presence at work is necessary for our team to uphold our mission.

Reporting to this position: n/a

Physical demands: A person must be physically active, mentally alert, and emotionally stable and able to respond quickly and effectively in situations where someone's physical safety may be at risk. Ability to assist people to transfer in and out of wheelchairs is required.

Work environment: Pathways of Wisconsin, Inc. is transitioning to a community based agency. The work environment of this position varies throughout several downtown businesses and community locations. A

small day service program is available for those people we support who do not want or cannot be in the community 100% of the time.

NOTES: Pathways of Wisconsin, Inc offers team members mileage reimbursement, insurance benefits, paid holidays, earned time off, and professional growth opportunities. Pathways of Wisconsin, Inc. is an equal opportunity, affirmative action, and at-will employer.