



JOB POSTING

POSTING DATE: April 5, 2018 until filled. Applications received on or before April 11, 2018 will be given priority.

POSITION & PROGRAM: SUPPORT SPECIALIST, PRODUCTION / GROUP EMPLOYMENT

QUALIFICATIONS:

- High school diploma or equivalent.
- Must be physically able to lift, carry, and move persons served or items in the work environment in a safe manner.
- Must satisfactorily pass a post-offer medical Physical Demands Analysis and consistently maintain ability to pass such testing.
- Possession of valid First Aid/CPR certification
- Satisfactory Abuser Registry, Web-database and criminal background checks as defined in OAC 5123:2-2-02.
- Maintain the ability to pass a drug screen.
- Possess and maintain a valid Ohio driver's license with less than six (6) points on record at any time.

DUTIES:

- Provides training, personal care and assistance to individuals.
- Supervises a work cell caseload, sets up assigned work, activities or events, prepares for work and/or activities prior to arrival and after departure of persons served. Maintains supplies, materials and updates inventories. Informs supervisors about individual person's served and departmental issues.
- Individually trains on assigned production tasks, provides training to persons served to meet production quotas and 100% quality control. Provides support to enhance the individual's ability to interact within his/her environment in a meaningful and productive way. Assists in assessments, suggests referrals as appropriate and works closely with Program Specialists to ensure that appropriate services and supports are rendered.
- Supervises breaks, assists Transportation staff in loading and unloading of persons served upon arrival and departure at agency premises. Maintains safety and order at all times. Supervises community outings to ensure the safety, security and comfort of those involved.
- Accurately and promptly completes required reports including, but not limited to, daily/weekly production and payroll reports, documentation related to service and support reimbursement, person served and employee incident reports and persons' served attendance reports. Responsible for implementing person served work and work related services identified on his/her Individual Support Plan (ISP), to include ancillary services plan recommendations. These services should relate to increased community inclusion and may include volunteer and other activities of interest to the person served.
- Serves as a member of the person's served primary service/support team. Works with the person served and team to develop and organize schedules of activities; obtain materials; prepare appropriate training and service delivery settings and complete other tasks as needed to assist in the implementation of person-centered goals.
- Assists the individual in identifying and choosing preferred services and supports in an effort to increase the individual's self-advocacy skills. Works as facilitator helping the individual to choose preferred work and/or activities, instead of directing such choices.
- Develops and maintains a positive rapport with persons served, families and co-workers.
- Performs other related duties as assigned, including but not limited to participating in professional growth activities; presenting self as appropriate role model; and attending staff meetings and in-services.

HOURS: 37.5 hours per week, half hour paid lunch. 7:30 am to 3:00 pm

SALARY: \$11.10 per hour

FLSA: Non-exempt from overtime.

CONTACT: To be considered please submit applications/resumes by email, US Mail, fax, or by hand-delivery. You may attach a resume; however, the RTI application **must** be completed. The RTI application can be completed at RT Industries or downloaded at www.rtindustries.org/careers.

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