



EMPLOYMENT NAVIGATOR POSITION DESCRIPTION

GENERAL DESCRIPTION:

The primary responsibility of this position is to assist in the planning, authorizing and monitoring of employment supports to job-seekers with developmental disabilities in their local communities. The Employment Navigator has the knowledge and expertise necessary to initiate successful planning and coordination of supports in order to help job-seekers gain meaningful employment, as well as sustain those jobs, and to increase the likelihood of career advancement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Has wide-ranging knowledge of the systems and resources involved in getting and keeping a job in the community, including working relationships with Opportunities for Ohioans with Disabilities (OOD), local school districts, Ohio Means Jobs (OMJ), and businesses/employers in the community.

Has a comprehensive understanding of where each job-seeker being supported is on the Path to Employment, and uses that insight to develop short- and long-term supports that assist job-seekers in progressing toward vocational goals (including career advancement once the individual has a job).

Understands the funding mechanisms used in providing employment services (through OOD and DODD), and has strong working relationships with employment services providers, knowing what each of their capacities and expertise are.

Knows when paid services should be accessed through OOD and DODD, and when supports outside of those systems (including those offered at Ohio Means Jobs) should be accessed.

Has a deep-seated belief that the individuals being supported can enter the workforce and be successful, with proper planning and support.

Exhibits strong communication, administrative and organizational skills.

ESSENTIAL FUNCTIONS:

Drafts and develops person-centered support plans that assist job-seekers and their supporters to have a fuller understanding of how having a career, and a life, in the community fit together, and how effective, person-centered supports can help to make this happen.

Coordinates employment services by linking and referring individuals to needed services and supports offered by partner agencies and providers, routinely communicating with all parties involved (including individuals, their families, providers, and other team members), and assisting the support team to focus on outcomes.

Authorizes and monitors waiver and other employment supports, to ensure outcomes, and in accordance with a well-structured person-centered plan.

Evaluates the individual's current job satisfaction and identifies any possible risks to continued employment, as well as ensuring business satisfaction with the process.