

# **Educational Programs Inspiring Communities, Inc.**

## **Position Description Vocational Training Specialist**

As a program of the 501(c)(3) non-profit organization Educational Programs Inspiring Communities, Inc., The H.E.A.R.T. Program (Housing, Entrepreneurship And Readiness Training) was founded to create new opportunities for adults with intellectual/developmental disabilities (I/DD) to achieve their potential. H.E.A.R.T.'s mission is to promote structured independence for individuals with developmental disabilities by providing innovative education, training, housing and employment programs.

The H.E.A.R.T. Program has provided job training and placement for hundreds of adults with I/DD. H.E.A.R.T. and its trainees also operate over 60 vending machines in the Houston area as well as over 150 concession events annually. In addition, H.E.A.R.T. provides the training and guidance necessary for trainees to work at all of these enterprises and earn paychecks at minimum wage or higher.

### **Job Purpose**

Under supervision of the Program Manager, the Vocational Training Specialist assists in implementing the participant's individual vocational goals. Also provides transportation services as needed for the program.

### **Duties and Responsibilities:**

- Provide job training and coaching to our adults with intellectual and developmental disabilities.
- Ability to work independently with minimal supervision.
- Demonstrate sensitivity to, and respect for adults with developmental disabilities.
- Perform diversified job duties to support participants in their employment and training situations.
- Work as part of the H.E.A.R.T. team to assist participants in identifying and making choices about the participants social, vocational, and behavioral goals.
- Train participants to perform their essential work tasks in an appropriate and productive manner, specific to the workplace.
- Provide on-going support, as needed, to ensure enhanced job performance and satisfaction.
- Ensure that employer's production, cleanliness and quality control needs are met. This may require the Vocational Training Specialist to complete actual work tasks, as appropriate.
- Utilize approved behavioral management techniques to improve a participant's ability to be included in community work settings.
- Provides supervision and assistance to participants to ensure their safety and well-being.
- Provides safe transportation in company-owned vehicle as needed.
- Represent the agency in a positive manner to the public and agency stakeholders.
- Other duties as assigned to accomplish organizational goals.
- Other duties as assigned to promote career progression.

### **Reasoning Ability:**

- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.

- Ability to interpret a variety of instructions furnished in written or oral form.
- Ability to observe client behavior, relate it to task being performed and make recommendations for change or modification if necessary.
- Ability to assist participants with appropriate social behavior to facilitate integration and inclusion.
- Ability to act as an advocate for participants.
- Ability to manage multiple goals and objectives simultaneously.

**Requirements:**

- High School diploma or equivalent.
- Must have a valid driver's license.
- Must not have more than one traffic ticket within the past three years.
- Must be able to successfully pass a driving record check and a background check.
- Must be able to pass a pre-employment alcohol and controlled substances screening.
- Be able to gather numerical and narrative data to assist in the completion and/or composition of reports.
- Be able to use judgment in the completion/implementation of assigned program responsibilities.
- Must be available evenings, weekends and holidays for vending and concession events or as needed to accomplish program goals.
- Must be able to bend and lift up to 25 lbs consistently.
- Must be able to stand on feet for long periods.
- Must possess and promote a positive attitude and compassion for adults with disabilities.

**Job Position:**

Full-time

**Salary & Benefits:**

\$15/hour + DOE

Health/dental/vision insurance

Disability/life insurance

Paid vacation/sick leave and holiday

Please submit a resume and cover letter to [smalin@heartprogram.org](mailto:smalin@heartprogram.org) to be considered for the positions.