



# Employment Specialist Job Competencies

## **Discovery & Assessment**

Counsel job seeker on disability disclosure, develop a disclosure plan with the job seeker, based on needs for accommodation

Develop person-centered vocational profile based on interviews with job seeker and other familiar with his/her abilities and work history, selected assessment tools, record reviews, and observations

Develop career exploration sites that align with the job seeker's interests and goals

Provide information about career opportunities: Guide job seeker in identifying short and long-term career goals

Conduct formal and informal career assessment activities to identify job seeker's interests and preferences

Use job seeker's interests and preferences to develop post-school goals

## **Employer Relationships**

Gather/analyze labor trend info, and job requirements

Effectively contact and communicate with employers

Maintain list of contacts

Use effective marketing tools

Use language and images that highlight abilities and interests of job seekers

Conduct informational interviews with local companies

Respond appropriately to employer concerns

Provide info on incentive programs available to employers



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## **Job Matching**

Conduct job site analyses to identify job requirements, expectations, and workplace culture  
Match skills and interests of the job seeker to skills and demands required by employers  
Develop employment proposals for customized jobs

## **Workplace Supports**

Identify support needs and facilitate methods of accommodations  
Develop an individualized plan for post-placement support  
Ensure transportation is in place  
Solicit natural supports, including family  
Assist with initial orientation and training  
Introduce new employee to co-workers; facilitate workplace social connections  
Assist employer to evaluate job performance  
Collect data to monitor progress  
Identify and assist employee in assessing community resources  
Provide consultation and support to the employer  
Identify opportunities for job/career advancement

Compiled from APSE, CORE, DCDT, MFPD, NCWDY competencies.

Source: Tilson, G. and Simonsen, M. (2013). The personnel factor: Exploring the personal attributes of highly successful employment specialists who work with transition-age youth. *Journal of Vocational Rehabilitation*, 38. doi:10.3233/JVR-13026