

LOWENSTEIN HOUSE, INC.
JOB DESCRIPTION

VOCATIONAL SERVICES COORDINATOR

Effective Date: July 31, 2018	Starting Pay Range: \$36,406 - \$42,949
Deadline for submission of resumes/applications: August 17, 2018	
Supervised By: Executive Director	

POSITION SUMMARY

The Vocational Services Coordinator supervises the Vocational Services Department at Lowenstein House. They are responsible for coordinating services to ensure that members are adequately prepared for and placed into competitive jobs in the community.

RESPONSIBILITIES

1. Supervises the Employment Specialists, Job Coaches and other staff assigned to the Vocational Services Unit.
2. Coordinates activities related to the VR (Vocational Rehabilitation) agreements with counselors from the Division of Rehabilitation Services. Meets regularly with VR counselors to coordinate services.
3. Coordinates all activities related to the placement and retention of members assigned to the Vocational Services Unit.
4. Coordinates program activities for Jobs Training members with assigned Unit Leaders, Case Managers and program supervisors.
5. Ensures that Voc Services staff are adequately trained and participate in ongoing continuing education activities.
6. Places members on jobs as necessary to meet program goals and objectives.
7. Maintains contact with local businesses to develop job leads; maintain files on current and new employers.
8. Develops and maintains close liaison with Tennessee Employment Security, Career Center, etc. to create a flow of job opportunities and placement possibilities. Develops a close liaison with local Social Security Administration to clarify, when needed, policies and procedures related to member's employment and benefits. Maintains close liaison with local VR office to ensure coordination of efforts.
9. Be available for public presentations when needed. Arrange and conduct Lowenstein House tours when applicable to job placements.

10. Coordinates weekly job readiness workshops; conducts other counseling and/or group sessions with members as necessary to prepare for employment.
11. Prepares monthly Job Placement and VR reports.
12. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervises the Employment Specialists and Job Coaches

MINIMUM REQUIREMENTS

- Bachelor's degree or credentialed as a CESP (Certified Employment Support Professional)
- At least one year of work experience in social services
- At least one year of supervisory experience
- Familiarity with the Memphis business community
- Valid driver's license

OTHER SKILLS AND ABILITIES

- Ability to function with a high degree of initiative and independence
- Possesses basic computer skills
- Ability to plan, organize, coordinate and direct various activities
- Ability to communicate clearly and effectively both orally and in writing

PREFERENCES

- Psychosocial rehabilitation experience
- Mental health experience
- Job development/placement experience
- CESP (Certified Employment Support Professional)
- Vocational rehabilitation experience
- Experience and familiarity with IPS (Individual Placement and Support)

Submit resumes to:

Lowenstein House, Inc., 821 South Barksdale, Memphis, TN 38114, Attn: Executive Director
or apply online at www.lowensteinhouse.com or visit our [Facebook](#) page