

SNOHOMISH COUNTY JOB DESCRIPTION
SUPPORTED EMPLOYMENT COORDINATOR

Spec No. 6375

BASIC FUNCTION

To assist Snohomish County to create, plan, develop, implement, coordinate, evaluate and support employment opportunities for individuals with developmental disabilities who qualify for supported employment services through the Snohomish County Human Services/Development Disabilities Program.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Coordinates supported employment in partnership with the designated Human Services Department/Developmental Disabilities program.
2. Develops all necessary materials needed to promote, educate, train and provide ongoing support.
3. Provides and coordinates on-site training and presentations to educate and promote supported employment.
4. Develops a work plan/timeframe for ongoing promotion and marketing of supported employment across all county departments, and targeted successful job placements.
5. Assists county departments with developing supported employment positions including helping with workplace job and task analysis, assessing budget resources, distributing job announcements, screening applicants and helping with the interview process.
6. Provides and coordinates on-site training and presentations to educate and promote supported employment.
7. Provides ongoing support to each hiring department to solve problems with individual employees and/or agency job coaching concerns.
8. Develops and implements a model for feedback that assures that the employment support services are effective and meet each department's expectations and needs.
9. Reports quarterly, the number of supported individuals employed, the number of departments participating, results of satisfaction surveys, progress on the formal work plan, and other information.
10. Communicates and coordinates activities with key partners in the community to promote the program and to address any issues that may arise for which there is a need for a coordinated approach.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

11. Provides assistance for job accommodations or technical assistance for the supported employees in county departments.
12. Responds to requests for information about supported employment within Snohomish County.
13. Participates in recruitment; prepares job postings; reviews supplemental, employment examinations, and interview questions; provides guidance, advice and makes recommendations to departments, as needed.

STATEMENT OF OTHER JOB DUTIES

14. Performs other duties as required.

MINIMUM QUALIFICATIONS

Four (4) years of human resources, human services, supported employment or development of community inclusion opportunities for individuals with developmental disabilities; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

PREFERRED QUALIFICATIONS

Experience with public relations, public speaking and leadership in business or Human Services is preferred.

SPECIAL REQUIREMENTS

Must sign a confidentiality agreement as a condition of employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- supported employment and development of inclusive communities
- job development and job carving
- program design and administration
- employment, compensation, benefits and public disclosure practices, policies and procedures
- federal, state and local laws as they apply to human resources administration
- computerized applications and general office procedures

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KNOWLEDGE AND ABILITIES (Continued)

- web-based training
- designing and maintaining tracking, evaluation and reporting systems
- local, state and federal programs and benefits related to services for individuals with developmental disabilities

Ability to:

- access and evaluate work environments to develop potential supported employment job tasks
- interpret and apply complex procedures, policies, laws and regulations
- analyze problems and prepare alternative strategies for solutions
- clearly explain human resources practices, policies and procedures
- gather, evaluate and document technical data
- independently organize tasks and work in a team environment
- work within a team and coordinate broad projects
- establish and maintain effective work relationships with all levels of county management and staff, representatives of other agencies and the general public
- communicate professionally and effectively both orally and in writing to all levels of government, local media, other local jurisdictions, managers, employees and community members
- manage multiple responsibilities while staying motivated and well-organized
- conduct personnel recruitment including interviews, test administration and selection
- communicate effectively, both orally and in writing, in a multicultural workforce serving a diverse population
- develop sound classification recommendations based on interviews, questionnaires and other documentation
- utilize desktop computer applications, such as word processing, spreadsheets, databases, and other web-based applications

SUPERVISION

Employees in this classification receive direction from a supervisor as assigned. Assignments are made indicating generally what is to be done, the quantity of work expected, and any deadlines which are required to be met. The employee carries out recurring assignments on his/her own initiative and receives additional, specific instructions for new or unusual assignments.

WORKING CONDITIONS

The work is performed in the usual office environment and may include field trips to outlying areas.

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Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.
[EEO policy and ADA notice](#)

Class Established: December 2014
Revised: May 2017
EEO Category: 5 - Paraprofessionals
Pay Grade: 240 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous