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| **Employment Guide Job Description:**The GT Independence Self-Directed Employment program is built on the premise that all people, regardless of age or impairment have a right to live as full citizens in their communities, this includes contributing to one’s community through rewarding community employment. Our goal is to assist people with disabilities to find fulfilling work throughout their lives that reflects who they are and the gifts they have to offer.Currently, we are seeking energetic individuals to work as Independently Contacted Employment Guides. Work is flexible and can be arranged to fit your schedule. Responsibilities include assisting consumers with disabilities in finding suitable employment in the community through job development; helping consumers to retain their employment; and working with state and local funding sources, employers, to match consumers to the best opportunities for employment available. Payment for services is provided when Outcome Based Phases are accomplished in the progress toward a successful employment outcome; payments are linked to the consumer’s employment goals and needs. **Duties of the Job:** |

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| • Coordinate services to support achievement of employment goals. This  includes participation in and/or facilitation of assessment and  employment planning. • Engages consumers and establishes trusting, collaborative relationships  directed toward the goal of competitive employment in community job  settings with other workers without disabilities. • Refers consumers to benefits counseling, as needed. • Conducts job development and job search activities directed toward  positions that are individualized to the interests and uniqueness of the  consumer, following the principles and procedures of Self-Directed  supported employment. • Assesses consumers vocational functioning on ongoing basis utilizing  background information and work experiences.• Conducts employer contacts as needed to secure employment for  consumer(s). Employer contacts are designed to learn about the needs of  the business, describe supports offered by the program and describe  consumer’s strengths that are relevant to the position. • Provides individualized follow-along supports to assist consumers in  maintaining employment. **Responsibilities:**• Provide information and referral services, as necessary. • Complete required paperwork and forms. • Meet with consumers, providers, and others in a variety of environments  in order to fulfill the essential functions of the position.* Provide all documentation of activities, as required.
* Act as a client advocate, as needed.

For more information contact:Patty Branton at (715)413-1688 or email: pbranton@gtindependence.com  |
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