



“ESI understands that life happens; you can’t plan when someone gets sick or if there is a family emergency. When I have to unexpectedly take a personal day, I’m always told to not worry which makes taking care of unexpected situations a lot less stressful.” Jamie – program assistant with ESI for 3 years

ESI offers:

- Competitive hourly pay
- Paid ongoing training
- Paid time off starting at 60 days
- Significant 401K employer match

Help individuals with disabilities learn soft skills to improve their work performance and also help them to reach their employment goals finding the right job that best suits their needs in the community through DVR (Division of Vocation Rehabilitation).

1. Manage an active DVR caseload of Job Applicants.
2. Oversee maintenance of DVR contract requirements.
3. Inform businesses, employers, and general public about training programs through various methods and media.
4. Perform comprehensive and professional Community Based Assessments/Evaluations.
5. Engage and network with area employers to find job opportunities for individuals.
6. Manage community-based work services including volunteer services to help individuals achieve their work goals and teach soft skills necessary to succeed in the workplace.
7. Represent ESI in a positive and professional manner during all encounters with clients, businesses, the public, funders/referral sources, support team members, other ESI staff and contractors, etc.
8. Communicate with school districts on transition program needs and coordinate with ESI client services coordinator to manage those services that ESI can provide.
9. Complete all intake and other paperwork requirements including but not limited to placement plans, case notes, billing logs, etc. Fax DVR reports as applicable.



10. Professionally communicate with employers, guardians, family members, ESI staff, DVR staff, and others as appropriate.

11. Follow all required policies and procedures including but not limited to strict confidentiality, HIPAA, dress code policy, ethics and boundaries, and abuse and neglect.

12. Perform job coaching as needed and train and work with ESI job coaches to effectively manage job coaching demands.

13. Assume other responsibilities as directed.

Supervisory Responsibilities

Work cooperatively with all staff. Carry out supervisory responsibilities of staff and clients in accordance with the organization's policies set forth by the Board of Directors and applicable laws.

Required Knowledge, Skills and Abilities

Ability to carry out verbal and written instructions.

Ability to establish and maintain an effective working relationship with ESI staff, clients, Managed Care Organization staff, DVR staff, business managers/owners, members of the public.

Ability to maintain discretion regarding business-related files, reports, and conversations, within the provisions of open record laws and other applicable State and Federal Statutes and Regulation.

Ability to use office machines such as computer, calculator, adding machine, copy machine, fax, keyboard, printer.

Proficiency in Word Perfect, Microsoft Word/Office/Excel, and ESI computer programs.

Maintenance of a clean driving record.

Qualifications/Minimum Training/Experience and other Requirements Required to Perform Essential Job Functions:

1. Bachelor degree in Marketing, Business, or Vocational Rehabilitation or other human services field from a college or university preferred
2. At least three years experience of working with individuals with disabilities, or
3. An equivalent combination of education and work experience.

4. Successful completion of a pre-employment Dept. of Justice/Caregiver background check and DMV check.
5. A valid Wisconsin driver's license. Must have a clean driving record for the past 3 years. Records must not have any major moving traffic violations or accidents reported (either pending or convicted/charged). Major moving traffic include but are not limited to: Reckless and/or Negligent Driving, OWI, DUI, DWI, Excessive Speeding, Driving with a Suspended, Revoked, or Invalid license, Hit and Run, Refusing to stop for/Fleeing an officer).
6. Basic knowledge of developmental and mental health disabilities.
7. Must be available and willing to work flexible hours as needed including evening, weekends.

Physical and Mental Abilities to Perform Essential Job Functions Language Ability and Interpersonal Communication:

1. Ability to understand policies and procedures. Ability to read and understand referral information including medical, psychological, psychiatric reports, etc.
2. Ability to communicate with individuals with developmental, physical/sensory, and mental health disabilities.
3. Demonstrated common sense, judgment, communication skills, and the ability to maintain confidentiality.
4. Ability to learn to observe, record, and report significant behaviors.
5. Ability to effectively meet and deal with the public and to establish and maintain effective working relationships with staff and clients.
6. Ability to exert physical effort, typically involving lifting, carrying, climbing and balancing, stooping, kneeling, crouching, crawling, pushing, and pulling.
7. Ability to recognize and identify degrees of similarity or differences between characteristics of color, forms, sounds, tastes, odors, textures, etc. associated with job-related objects and materials and ingredients
8. Ability to analyze data and information using established criteria in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure and/or sort, as well as assemble, copy, record, and transcribe data and information. Ability to classify, compute, tabulate, and categorize data.

9. Ability to maintain discretion regarding business-related files, reports, and conversations, within the provisions of open record laws and other applicable State and Federal statutes and regulations.

Mathematical Ability

Ability to measure, add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

Judgement and Situational Ability

Ability to use functional reasoning and application of rational judgement in performing diversified work activities.

Ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory and/or judgmental criteria.

Environmental Adaptability

Ability to work under moderately safe and comfortable conditions where variations or extremes in environmental factor such as temperature variation, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust may cause discomfort, and where there is moderate risk of injury.