



Westonwood Ranch
4390 Hwy. 20 W Freeport, FL 32439
www.westonwood.org

LIFTOFF Employment Specialist *Job Description*

The Program LIFTOFF Employment Specialist works directly with our Transition to Work Coordinator to ensure the needs of Program LIFTOFF are met and executed within the Mission and Vision of Westonwood Ranch. This position assists the Transition to Work Coordinator with proper training of our twelve on campus work experiences, teaching of employability and social skills, implementing each participant's career plan, and assisting participants during off campus internships and paid employment sites within the community.

As a team member of Program LIFTOFF, we work together to bridge the gap of employment for our participants. We believe each participant can achieve gainful, paid employment opportunities in their community or within our microbusinesses. Team members are advocates and representatives of Westonwood Ranch and hold a shared passion for the Mission and Vision. Growth and Change are to be expected and welcomed in this work because each participant is unique with their own career dreams and goals. As a member of a small but mighty team, we are all expected to share in the workload of every day-to-day tasks.

Westonwood Ranch is an Equal Opportunity Employer. Benefits, such as access to health care, vision, and dental benefits, paid time off, 401(k) plan are available for full-time employees. Other perks include company sponsored events, holiday breaks, opportunities for rapid growth within the organization, and being a part of a team centered work culture.

Please note: Will be required to obtain Registered Behavior Technician certification within 90 days of hiring.

MINIMUM QUALIFICATIONS FOR TRAINING, AND EDUCATION:

- Must possess a High School Diploma or equivalent certification (REQUIRED)
- Able to pass a level-two criminal background check and drug screening (REQUIRED)
- Possessing a bachelor's degree or working towards a bachelor's degree in psychology, education, social work, behavioral science, human development, career counseling, or related fields is preferred
- Must tolerate working on your feet for 5+ hours/day year-round in differing weather conditions and lift 40 lbs. or more.
- Currently a Registered Behavior Technician (RBT) in good standing as issued by the Behavior Analyst Certification Board (BACB) or willing to seek certification upon job offer.
- Must obtain and maintain a current BLS/CPR certificate done in a classroom setting upon job offer, (Reputable sites to obtain this certification are the American Red Cross and the American Heart Association.)
- Must have a clean driving record with a valid State Driver's License & insurance in good standing.
- Those with previous work experience as an employment specialist working with individuals with Autism specifically in a transition to work program or community work setting will be given priority

SCHEDULE AND AVAILABILITY:

- Employees must be available to work Monday through Friday, work times may vary depending on participant internships/off campus job schedules. Typical work week is 8:00AM-4:00PM.
- Employees must be willing to transport self and/or participants in company vehicle to and from a partnered work sites within Walton and Okaloosa County to assist participants in off-campus work internships and paid employment sites for necessary check-ins with participants and their supervisors.
- Occasional mandatory weekend fundraising events are required (approximately 4/year) to support our mission.

ESSENTIAL FUNCTIONS:

- Plans and implements job coaching strategies with multiple participants
- Communicates participant's needs, wants, strengths, accommodations, interests, and goal progress to the Transition to Work Coordinator. Communicates with off campus employers and Transition to Work Coordinator



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about job tasks, progress, and other related concerns. Communicates with families/stakeholders during goal planning meetings about participant's progress and change(s) to their career plan.

- Follows all employability and social skill lesson plans; utilizes visuals when teaching and training new skills.
- Accepts and implements constructive feedback, and develop knowledge and skill sets accordingly.
- Manages effective time management skills and the ability to manage multiple tasks at one time.
- Assists participants with their daily work schedules, teaching them to check-in/check-out with supervisor, follow their schedules in order by task or time, reminding the participant about safety skills, and care of equipment/work related tools
- Discovers what motivates participants and assist them in utilizing that motivation at the ranch and/or in an off-campus community workplace.
- Maintains a professional appearance with regards to clothing, grooming, hair, and make-up (if applicable).
- Develops and maintains professional relationships with participants, co-workers, supervisors, parents/guardians, donors, businesses, and community members.
- Adheres to organizational policies and procedures and abide by code of ethics as indicated by the Behavior Analyst Certification Board.
- Commits to maintain participant confidentiality and adhere to HIPAA and FERPA laws.
- Follows up with the participant's work tasks and giving necessary feedback to improve their skills.
- Accurately completes data collection
- Encourages participants to try new career related tasks and gauge their interest and strengths
- Model Soft Skills needed to be successful in the workplace, such as but not limited to Communication, Critical Thinking, Leadership, Networking, Problem Solving, Positive Attitude, Professionalism, Teamwork, Time Management, and Work Ethic
- Engages in social activities with participants while prompting appropriate social behaviors
- Contributes to team effort by accomplishing related tasks as needed
- Represents Westonwood Ranch within our community while with and without participants
- Drives a passenger van to community outings

KNOWLEDGE AND SKILLS:

- Priority given to those with a diverse work experience background in multiple industries.
- Flexibility is key in this role.
- Ability to be patient and work well with others.
- Excellent written and verbal communication skills.
- Ability to make quick and accurate decisions are essential.
- Positive, upbeat, and outgoing personality is a must.
- Ability to adapt to immediate changes of schedule, instruction, and/or work tasks.

CONDITIONS OF WORK:

- **Physical demands:** While performing the duties of this position, the employee will be exposed to the elements including wet and/or humid conditions, extreme heat, and rain. Employees are required to climb, sit, reach, lift, stoop, kneel, crouch, stand, or crawl for extended periods of time
- This Job Description represents an overview of the responsibilities for the above referenced position. It is not intended to represent a comprehensive list of responsibilities.
- An employee should perform all duties as assigned by their supervisor or the Transition to Work Coordinator.

Please contact Anna Kathryn Bonner at anna@westonwood.org or by calling our office at 850-880-2220 for more information regarding interview process, benefits, and more!