



## **Special People in the Northeast (SPIN)**

**Location:** 10980 Norcom Rd. Philadelphia, PA 19154

**Geographical Areas Served:** Philadelphia, Montgomery, and Bucks Counties

**Mission of Organization:** SPIN is a 501(c)3 nonprofit organization founded in 1970 to provide the highest quality services to people of all ages with autism and intellectual/developmental disability. SPIN is also a leading provider of inclusive, early childhood education. We believe that everyone deserves to achieve to their fullest potential and to live a life of possibilities. We develop each person's strengths, integrate them into the community, and create a culture of inclusion and hope. We serve over 3500 people every year in Southeastern Pennsylvania and the Lehigh Valley.

When you receive our services, work on our team, or support our mission, your experience with us is shaped by our core values.

These four pillars guide everything we do: We put people first. We develop people, nurture relationships, and celebrate differences. We serve with professionalism. We are competent, dependable, and trustworthy. We focus on solutions. We are productive, innovative, and resourceful. We lead with excellence. We position ourselves to deliver the highest quality services.

**Seeking to hire for the following position(s):** Employment Specialist

**Job Duties/Responsibilities:** Come Join us at SPIN as an Employment Specialist in SPIN's Employment Services. The Employment Specialist is outgoing, motivated and loves to connect with new people. He or she should easily adapt to new situations and be flexible as daily routines and responsibilities vary. SPIN Employment Specialists are passionate and innovative when supporting individuals to achieve and maintain a life of possibilities. Join a team of highly engaged, like-minded colleagues who believe that everyone can and should work as part of a full and meaningful life!

The Accountabilities of an Employment Specialist at SPIN

Provides employment support to individuals, maintaining therapeutic boundaries, to assure that they are safe and needs are met in accordance with the Individual Support Plan (ISP).

Implements and monitors each person's ISP to achieve specific outcomes, derived from individual's preferences, needs and interests within a trauma-informed recovery-oriented approach.

Implement behavioral support plans as needed, using language and behavior that consistently reflects and enhances the dignity of people with dual diagnoses to support individuals to self-monitor triggers and utilize coping skills and problem-solving skills.

Advocates for the individual and/or promotes self-advocacy to meet individual's needs to facilitate personal growth and development toward recovery and wellness by assisting in the removal of barriers and/or by sharing views with team members to create a solution to advocacy concerns.

Assists individuals with job maintenance by teaching personal and professional skills development that will facilitate successful employment and support employer's objectives and needs.

Achieves and monitors department productivity levels and service delivery through the attainment of outcomes and units of service goals. Makes modifications in a timely and responsive way that assures exceptional service.

Assists and supports individuals to develop strategies and make informed choices in regards to self-advocacy, health and safety and career direction.

Uses professional, positive and person first language and communication techniques to build rapport and relationships with service recipients, family members, the business community, internal and external agency personnel, etc.

Works as a cohesive team member with co-workers, internal departments within the agency, external organizations, etc. to support achievement of employment outcomes and assure excellent quality services.

Maintains accurate records in regards to assessments, progress reports, pertinent employer documentation and billing of services rendered. Remains current with and uses agency technology that enables the collection, compilation, evaluation and submission of data to appropriate sources as per established department timeframes.

Supports and completes assessments with individuals while creating and developing appropriate employment opportunities that are right fit and match interests, strengths and varied skill levels.

Researches, develops and maintains information on community and other resources relevant to the needs of individuals. Uses acquired data to support individuals in developing an employment plan, portfolio and/or resume that will achieve specific employment outcomes in an inclusive community.

Completes required training, education, certifications, etc. in order to further professional development activities and identify areas of self-reflection and self-improvement of position performance.

Adheres to all policies and procedures of the Employment Services Department and SPIN. This includes but is not limited to maintaining standards of confidentiality and best practices as well as performing and completing as needed duties and assignments in the best interests of services recipients, the Employment Services Department and SPIN.

Performs emergency duties as requested in the best interest of SPIN and the health and welfare of its recipients and employees.

*Employment Specialist Requirements include:*

Bachelor's Degree preferred; High School Diploma required.

2 years of experience working with adults with intellectual disabilities or co-occurring disorders.

1 year of employment experience preferred.

Excellent oral and written communication skills.

Ability to work independently as well as effectively with team members.

Ability to demonstrate flexibility in order to meet programmatic and customer needs.

Driver's license, vehicle, insurance and willingness to travel in local region

Basic computer skills- MS Office.

SPIN Offers Benefits to Their Employees Who Work 30+ Hours. These Benefits Include: Full medical benefits only \$5 per pay – free Dental & Vision coverage 40 hour employees earn 3 weeks PTO in their first year retirement plan and biannual employer match Up to \$500 yearly in Wellness plan rewards Longevity & referral bonuses and much more! Receive an extra \$65 Bonus with CDC vaccination card

**Why SPIN?** SPIN is offering a Recruitment bonus for all new hires of \$750.00 pro rated based on a 40 hour week. This will be paid out after successful completion of your probationary period.

SPIN is a fun and dynamic group of people who believe that everyone can work with the right supports. We put a lot of time and effort into training our new employees so they have the resources to do their job well. There is a lot of opportunity to gain new skills, develop your professionalism, and create a career. The team at SPIN has a great balance of professional and

personal relationships. We value each team member's unique skills, perspectives, and talents as integral to our success. Join our team if you are self-motivated, driven, and looking to make an impact in your community!

**Website:** <https://spininc.org/>