

## Employment Specialist Requirements

To Do		Measurement	Completed (Y/N) and Notes						
Daily	Manage your entire case load.	Complete the Daily Contact Log or utilize other tools that are available to you.	S	M	T	W	Th	F	S
	Complete a case note on any and all communication with customer within 24 hours.	Supervisor will randomly select case notes to review.							
	Check email and voice mail.	Daily and return correspondence within 24 hours.							
	Collect customer hours.	Submit customers' hours to DOS upon receipt of verifying.							
	Transport customers (To be provided if customers ask for a ride) and also Staff must ask each customer if they need a ride somewhere.	Complete monthly personal mileage or company vehicle mileage and submit accordingly.							
	Comments ( <b>You must put down some comments</b> ):								
Weekly	Provide 5 day rule calls to all received referrals.	Supervisor will randomly select case notes to review.	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5		
	Complete at least 50% of home/site visits from your list of customers.	Provide weekly schedule/planner to supervisor.							
	Complete/update assessments on each customer during each appointment.	Supervisor will randomly select case to review.							
	Develop and update EP based on customer assessment and short/long term goals.	Supervisor will select random EP's to review and provide feedback to staff.							
	Update budget and coach as needed.	Supervisor will randomly select cases to review.							
	Provide Career Ready 101 to all customers.	Staff will print off forms and place in their files for supervisor to look at when they do their file reviews.							
	Supportive Service Requests.	Submit to supervisor every Thursday by 4 pm.							
	If customer did not submit hours as indicated on EP – staff is responsible to gather hours (complete a telephone verification form, home visit, job site visit).	Supervisor will randomly select cases to review.							

	Conduct 5 business contact per week to set up work site experiences/community service, etc	Take customer with you to do this – provide Employer Contact Sheet to supervisor due every Friday by 5 pm.					
	Case consult with Supervisor.	Meet with Supervisor weekly to review Data Base report and all cases.					
	Comments ( <b>You must put down some comments</b> ):						
Monthly	Staff will make sure that every question in the database is filled in correctly.	Supervisor will randomly select cases to review.					
	Complete an email/call with the customers' EW, VR, PC etc. to have an accurate update of what is going on with their customers.	Due to supervisor by 5pm on the last working day of the month.					
	Personal Mileage Sheets.	Submit to supervisor by the date listed in the Newsletter under the Mileage information (Supervisor will not remind you to submit your mileage.)					
	Progress Summaries-all summaries are due by 5pm on the last working day of the month.	DOS will print down the progress summaries at 8am on the first working day after the last day of the month.					
	Time Sheet/ Personal Expenses.	Submit monthly per direction in newsletter or supervisor.					
	Collect/review verification of JOBS hour requirement (ESI by 5pm on the 5 <sup>th</sup> , ESII by 5pm on the 10 <sup>th</sup> ) any hours after that date submit hours to DOS and follow up with phone call.	Submit requested info to supervisor.					
	VR and MI Billing-all case notes to be entered by last working day by midnight. NO EXCEPTIONS.	DOS will print down case notes at 8am on the first working day after the last day of the month.					
	DD Billing-To be completed by last working day of the month. This includes case notes and imputing hours for the month.	Submit to supervisor by 11:00 am on the last working day of the month.					
	Supply Orders. Must NOT be in a pdf. Please fill out the form and send it with the DOS's name after yours (so Peggy knows who to contact if something goes wrong.)	Submit to direct supervisor by the 5 <sup>th</sup> of the month by noon.					
	Success Stories/Complete 10% or 20% of case load.	Submit to supervisor by the last day of the month by 5pm.					

	Credit Card/Petty Cash Balance Sheets	Submit to supervisor by the last working day of the month by 5pm.	
	WE/CS form. (for JOBS customers who participated in WE/CS for this month.)	Due to DOS by 12pm on the 10 <sup>th</sup> of the month.	
	Company Vehicle Mileage Sheets.	Due to supervisor by the 1 <sup>st</sup> working day of the month by 12 pm CST	
As Needed	Assist customers to identify basic life and work goals.	Supervisor will randomly select case notes to review.	
	For JS/JR – pound the pavement with the customers.	Supervisor will randomly select case notes to review.	
	Facilitate the good cause process within 2 days of non-compliance, please send that to your DOS and he/she will approve or disapprove the good cause.	Supervisor will check case notes and speak to the ES for additional information (if Necessary) to make that decision.	
	Notify your DOS of why you would like to recommend a sanction. Please have your reasons and case notes filled out so the DOS can make a responsible decision on whether sanction should be recommended or not.	Supervisor will make sure the good cause process was followed through and that the ES has done everything they can to keep the customer engaged before we recommend sanctioning.	
Bi Annual	Attend trainings as requested.	Submit Training Request form to supervisor for approval	
Staff Signature:		Out of Offices hours = _____ In Office hours = _____	