



Employer's Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Employer's Phone Number: \_\_\_\_\_

Employer's Location: \_\_\_\_\_

**A·C·H·I·E·V·E**  
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Employment Specialist

## The Role of Your Employment Specialist

- 1.) Your Employment Specialist will provide you with an increased opportunity to gain employment within the community by:
  - a. Bringing to your attention the different businesses that are hiring.
  - b. Helping you complete and submit resumes and applications.
  - c. Providing transportation to submit resumes and applications, attend interviews, and eventually provide job coaching.
- 2.) Your Employment Specialist is your liaison to successfully obtain meaningful and gainful employment in the community and will:
  - a. Learn the job the same as you, but it will be your job.
  - b. Work along side of you to be sure the job is done as the employer instructs.
  - c. Inform SSA or DSS that you are working and report wages as needed.
  - d. Leave and come back to check on your progress once you can perform the necessary job tasks independently.
  - e. Always welcome your questions so you can do the job correctly.
  - f. Work with you to find alternate means of transportation to and from your work site.
  - g. Assist you throughout your employment and stabilization period into extended services by maintaining two on-site contacts per month.

## Employment Specialist Information

Your Employment Specialist is: \_\_\_\_\_

Employment Specialist's \_\_\_\_\_

Phone Number: \_\_\_\_\_

Employment Specialist's \_\_\_\_\_

Email Address: \_\_\_\_\_

Employment Specialist's \_\_\_\_\_

Office Location: \_\_\_\_\_

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I understand and agree to all points stated in this pamphlet.

Employee Signature: \_\_\_\_\_

Employment Specialist Signature: \_\_\_\_\_

Date: \_\_\_\_\_