

Employee Support Specialist 7-15

*Lafayette Industries has an immediate opening for an **Employee Support Specialist** at our West (Manchester) location. The successful candidate will have the initiative to provide support and training to adults with disabilities to enable them to maintain or improve job and social skills in a production environment. If you're a dedicated social service professional with demonstrated behavioral support skills, we want to talk to you. We offer a competitive salary, a high-energy work environment, and excellent benefits.*

Job Summary:

Under the general direction of the Program Manager, the Employee Support Specialist provides Positive Behavior Interventions and Supports to enable our employees to maintain or improve job and social skills. Position reports to the Program Manager.

Responsibilities:

- Provide modeling and guidance to the production team on positive behavior support strategies and social skill building with adults with developmental disabilities.
- Assist employees who are demonstrating behavior issues, emotional concerns, productivity issues, grievances or other problems utilizing Positive Behavior Interventions and strength-based supports.
- Engage in and provide individualized training and coaching techniques to employees
- Accurately and objectively complete all required documentation within compliance of Lafayette and other funders.
- Assist the Program Manager with writing plans, goals and creating individualized interventions for employees.
- Train employees in safe production practices (proper and safe use of tools and equipment) and personal practice (appropriate workplace behavior).
- Model evidence-based practices for individuals or small groups requiring assistance in acquiring or increasing social skills or specific work skills.
- Communicate with staff, parents/guardians and employees with openness, honesty, and sensitivity. Listen to other perspectives, support employees on their individual growth plans, and manage behavior with positive guidance techniques.
- Support employees who require assistance with medicine, mobility, meals, and all toileting issues up to and including personal hygiene and change of clothes and other areas as needed.
- Oversee employees' transportation in AM and PM, breaks and lunches.
- Follow all Lafayette's Covid-19 Precautionary measures. This includes supporting the employees with following all procedures with handwashing, temperature taking and social distancing.
- Assist in the implementation of employee programs including before and after work groups.
- Work with Production Staff to ensure that quality services are being provided.
- Maintain a safe, clean, healthful, dignified and productive work setting.

Qualifications:

- Prior experience working with adults with developmental disabilities or physical limitations in an employment, educational or support organization environment.
- BS/BA in related field desirable.
- Intermediate skills in Microsoft Office, Word, Excel and specialized software programs.

- Demonstrated verbal and written communication skills, including case management documentation.
- Experience in a warehouse or production setting beneficial.
- First Aid, CPR and Level I Med certifications desired (or certification will be provided upon hire)

Compensation: Commensurate with experience

Benefits:

- 403(b) Retirement Savings Plan
- Paid Vacation
- Paid Holidays
- PTO & Personal Days
- Group Health Insurance & HRA (Company contributes towards employee premiums)
- Dental, Vision & Life Insurance available for employees, spouse and dependents
- Company Paid Life Insurance
- Supplemental Life Insurance available for employees, spouse and dependents
- Attendance Incentives

How to Apply?

If you are interested in this position, email your resume to Vicki Whiteside, Human Resources, at hr@lafayetteindustries.com or call 636-227-5666, ext. 1120.