

REACH UP ASSISTANT DUTIES

All tasks should be employment related, supporting the employment plan, and specific in nature. The list below is not inclusive, and each counselor uses his/her assistant differently. Job duties will vary depending on the needs of participants and the counselor.

1. Provide follow up services to participants once they are on the job, to include site visits, job support, teaching job site etiquette and social skills, trouble shooting, and maintaining a relationship with the employer. Information is fed back to counselor.
2. Perform job analysis to ascertain skill needs.
3. Assist in job development, such as working with VABIR representatives to negotiate employment slots and following up with employers and job seekers to establish successful match.
4. Assist participants with resume writing, filling out job applications, and interviewing.
5. Provide assistance with transportation and childcare arrangements and establishing back-up plans with participants.
6. Assisting with housing issues.
7. Assist in handling emergencies.
8. Schedule appointments, conduct initial information gathering at time of referral, collect medical reports, etc.
9. Serves as a communication link between counselors, employers, and participants.
10. Provide assistance with VR and DET computer software for interest inventories, career exploration, etc.
11. Negotiate with vendors around client needs and payment process
12. Run employment-related groups.
13. Assist with developing spending plans and financial management.
14. Work as a team with the participant and the VR counselor to determine other work-related specific support the ETS might provide.