

# INCA Community Services

## Job Description



<b>Title:</b>	<b>Service Recipient Workshop Slot</b>	<b>Reports to:</b>	<b>Clothing Bank Supervisor &amp;/or Program Director</b>
<b>Program:</b>	<b>RAVE (Career Opportunities)</b>	<b>Status:</b>	<b>Non-Exempt/In-House/No Benefits</b>
<b>Approved:</b>	<b>April, 2017</b>	<b>Wage:</b>	<b>Sub-Minimum Wage (per FLSA)</b>
<b>Job Summary:</b> Employee will be assisted by the Clothing Bank Supervisor to keep with the individual's plan (IP) so the individual works 30 - 40 hours per week for RAVE (Career Opportunities); depending on their IP. Outcomes will be set yearly in the IP to be followed by the Supervisor to work with the individual while at the Clothing Bank.			
<b>Special Provisions:</b>			
<ol style="list-style-type: none"><li>1. <b>Transportation</b> will be provided by INCA so individual is on time for work daily, as long as individual lives in the area of Atoka or Coal Counties at no cost to the individual or their family.</li><li>2. <b>Subminimum wage</b> will be paid for services at the Clothing Bank; sorting, folding and hanging clothing. Time studies are conducted every 6 months. Minimum wage will be paid for all other work performed. (<i>Fair Labor Standards Act (FLSA) 29US Chapter 8 206 – provides a wage rate below the minimum wage for individuals whose earning or productive capacity is impaired by a physical or mental disability</i>)</li></ol>			
<b>Essential Functions:</b> <i>The below is intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.</i>			
<ol style="list-style-type: none"><li>1. Will work 5 days per week for at least 5 hours per day.</li><li>2. Individual will stay on task and will maintain production with assistance and prompting from their Supervisor.</li><li>3. Will work at the Clothing Bank or any other job site contracted with INCA and designated in their IP.</li></ol>			
<b>Clothing Bank Duties:</b> (pertains to individual working at Clothing Bank)			
<ol style="list-style-type: none"><li>1. Sort donations brought to the Clothing Bank into piles of where it should be distributed. (children, men, women, household goods)</li><li>2. Fold or hang clothing as brought into the Clothing Bank and place on shelf in proper rooms.</li></ol>			
<b>General Duties:</b>			
<ol style="list-style-type: none"><li>1. Attend work punctually and regularly to provide consistency of service.</li><li>2. Attend upon request all appropriate meetings, conferences and events some of which may require</li></ol>			

out-of-town travel and evening/overnight attendance. 3. At all times maintain professional attitude and confidentiality of all records and information. 4. Demonstrate commitment to mission, values, and policies in the performance of daily routines. 5. Perform other program-related assignments as designated 6. Present a positive image of the agency to members of the community.			
<b>Supervisory Relationships:</b>			
Works under the supervision of the Clothing Bank supervisor and will perform no supervisory duties themselves. The supervisor works under the supervision of the Program Director.			
<b>Knowledge and Skills:</b>			
1. Good role model for others. 2. Courteous and professional manner with business, agency and community contact individuals. 3. Work harmoniously with fellow employees to generate a productive, cohesive work environment. 4. Treat all people with respect and dignity.			
<b>Qualifications:</b>			
<b>General:</b>			
1. Must be an approved Workshop slot individual through Developmental Disabilities Service Division of the Department of Human Services (DDSD/DHS). 2. Must meet all set guidelines and policies of the DDSD program in order to work for INCA as a Workshop slot individual. 3. Must be at least 16 years of age.			
<b>Experience/Training:</b>			
No experience needed, will train individual on each job assigned by Supervisor. DRS-Oklahoma Department of Rehabilitation Services will complete Career Counseling and Information and Referral services to each workshop slot receiving subminimum wage rates as outlined in the (WIOA) Workforce Innovation and Opportunity Act, effective July 22, 2016.			
<b>Physical Requirements: Employee must be able to:</b>			
Will make reasonable accommodations; if needed.			
<b>INCA IS AN EQUAL OPPORTUNITY SERVICE PROVIDER AND EMPLOYER</b>			
<b>Acknowledgment:</b> I acknowledge receipt and understand the contents of this job description.			
<b>Signature of Employee:</b>		<b>Date:</b>	
Revised: 03/2016			

