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### **Certified Employment Specialist**

We are looking for an enthusiastic and creative certified employment specialist to join our employment team. The right individual will have sales and business experience, along with a passion for working with and supporting, individuals with intellectual and developmental disabilities.

Experience working with, or an understanding of, ODDS employment first initiative; previous experience working with vocational rehabilitation is a benefit.

The position requires an employment support professional certification or the ability to obtain certification within 90 days of employment.

#### **The ideal candidate will:**

1. Work with brokerages, counties and vocational rehab to contract with adults with intellectual and developmental disabilities for employment services
2. Read, understand, and follow goals outlined in contract
3. Attend VR meetings with clients and personal agents
4. Perform and write Discovery and/or other employment assessments contracted for
5. Work with clients to identify employment interest
6. Outreach to businesses to identify employment opportunities
7. Support clients in applying for, obtaining, and retaining employment
8. Complete all required paperwork, reports, and progress notes in a timely manner
9. Communicate with Executive Director, program manager, and employment team
10. Work as a team to develop strategies to address employment challenges
11. Once client is employed, perform regular job coaching or identify staff to perform regular job coaching and interaction with client and their employment management to address any employment concerns or challenges and ensure long term and stable employment
12. Obtain and or take the necessary courses to retain Certified Employment Support Professional certification
13. Participate in Employment First calls, meetings, and conferences as agreed
14. Perform all other tasks as assigned

#### **You must have the following:**

- Current CPR and First Aid card
- Valid driver's license
- Reliable, personal transportation
- Proof of car insurance
- Ability to pass a national background check
- Have or obtain Certified Employment Support Professional certification within 90 days of employment

- Ability to work flexible hours based on needs of clients & organization, which may include nights & weekends
- Ability to have confidentiality with all client & HI files

**Pay:**

Full-time position DOE, plus quarterly bonuses

**Benefits:**

Healthcare, holiday pay, vacation, sick leave, and life/disability available for permanent full-time positions

**Required license or certification:**

- Valid driver's license required; CPR & First Aid; Car Insurance