Linking Employment Abilities and Potential (LEAP) Job Posting

5/26/18 Employment Specialist

Summary:
The Employment Specialist assists people with disabilities in finding meaningful employment by preparing individuals for job searches; meeting with employers to find or create relevant positions and persuasively conveying the benefits of job placements; and helping to manage the employee-employer relationship post-hire. The person in this role must be inquisitive; s/he must be energized by meeting new people, learning new things, and achieving specific programmatic and financial deliverables.

Duties:

* Provides job preparation and job development services to assigned case load.
* Supports individuals throughout job search and interview process, including help filling out applications, attending interviews, contacting employers, and visiting job sites.
* Establishes and maintains relationships with local employers, business organizations, and community groups to develop job leads for individuals with disabilities.
* Assesses the training, experience, and personal qualifications of program participants and matches them with employer’s required qualifications.
* Visits local employers to evaluate job content, working environment, and the ability of the employer to meet job accommodations and solutions to employment barriers.
* Facilitates accessing consumer advocacy services, as needed, for consumers and their family members.
* Develops and maintains appropriate documentation, records and reports.
* Communicates progress, issues and goals Program Director.
* Articulates LEAP’s overall mission and this position’s role in that mission through enhancing, protecting, and removing the barriers to the full exercise of the civil rights of persons with disabilities.
* Maintains professional attire, speech and manners.
* Performs related duties as assigned.

Requirements/Qualifications

* Bachelor’s Degree in Social Services or related field, or advanced certification as an Employment or Supported Employment Specialist (required within one year of employment).
* Prior experience in all facets of job development and job placement, including coaching and mentoring job seekers as well as conducting skills assessments, job matching, job customization and job carving.
* Prior experience in sales, marketing, and/or business development strongly preferred.
* Engaging, inquisitive disposition; proven drive and skill in proactively approaching new people and opportunities with enthusiasm.
* Ability to understand job functions and workflows, think creatively about generating potential job opportunities, and convey benefits and return-on-investment of opportunities to employers.
* Ability to research and analyze labor trends and job market patterns and apply that knowledge to job responsibilities.
* Ability to work well independently, take initiative, and work efficiently and effectively in organizing priorities and producing identified outcomes.
* Adaptability and the ability to change course quickly to meet objectives.
* Exceptional skills in communicating clearly and concisely in both verbal and written forms; excellent presentation and persuasion abilities and the ability to tailor communication style and quickly connect with individual audiences.
* Proficient use of computer software, i.e. Microsoft Office, and use of internet.
* Knowledge of issues and needs of persons with disabilities and related resources; experience working with persons with disabilities is preferred.
* Must have reliable transportation; must pass drug screen and criminal background checks.

Persons with disabilities are encouraged to apply.

Interested applicants, please apply via [Indeed.com](https://www.indeed.com/viewjob?t=employment+specialist&jk=079bc0e8fe4a2fce&_ga=2.35306017.1695022061.1527270248-236674004.1421866898&_gac=1.187230682.1525785352.CjwKCAjwlcXXBRBhEiwApfHGTcneTNATt_-sw6VITPySlUZrz7eQ3bHGGPZD955kMu9u5ERnpsNQfxoCJ3oQAv) or see additional application options in the “Apply Now” section below.