



JOB OPENING: PART-TIME EMPLOYMENT SPECIALIST

Supervisor: Director of Supported Employment

Qualifications:

Associate Degree or three years of work experience in a human service-related field.
Experience working with individuals with intellectual or developmental disabilities preferred.
Must have own motor vehicle and valid driver's license.
Minimum 21 years of age.

Job Summary:

Responsible for coordinating and implementing all phases of the job placement process for persons assigned to their caseloads.
The primary responsibility of this job is to assist job seeking individuals in locating and securing satisfying job opportunities.

Specific Duties and Responsibilities:

Under the direction of the Director of Employment Services, the Employment Specialist performs all responsibilities associated with the pre-placement, intensive training and follow along phases of the job placement process.

Maintain effective links of communication with all referral agents.
Performs all duties in a professional manner that speaks well of the persons supported and the Agency.

Actively develops a pool of available job leads that can be utilized by their prospective candidates as well as other Employment Specialists.

Assists all persons served with help in related areas such as benefits, SSI/SSDI concerns, transportation, etc.

Assists in locating other needed services for persons served.
Provides hands-on training and assistance when required at employment sites.

Maintains a cooperative and collaborative relationship with all agency staff.

Complies with all required regulations and procedures as dictated by funding sources.

Assures that all required paper work and documentation is done in an accurate and timely manner.
Remains flexible in terms of scheduling their work time to accommodate the needs of persons served.

Attends all trainings, meetings and conferences as required.
Represent the Agency and service recipients in a positive and professional manner
Assists in related areas as requested by the Supported Employment Director.

Contact:

Please call the main office at (856) 767-3650 and ask for the administrative assistant.

It is the policy of The Arc of Camden County, to provide equal employment opportunity to all people without regard to race, color, creed, sex, age, national origin, affectional or sexual orientation, marital status, armed forces eligibility, or disability.

The Arc of Camden County is fully committed to assuring opportunity and equal consideration to all applicants and employees in personnel matters including recruitment and hiring, training, promotion, salaries, and other compensation, transfer and layoff or termination.