



9526 N.E. 2nd Avenue, Suite 202D, Miami Shores, Florida 33138

Office: 305-754-5701

Fax: 305-754-5701

EMPLOYMENT SPECIALIST JOB DESCRIPTION

Provide direct support to individuals with disabilities to develop career goals, prepare for their job search, secure their job, coach the individuals as they learn the tasks and responsibilities of their positions, and facilitate communication between the individual, his/her employer and counselors.

Job Responsibilities:

- Develop and implement an individualized plan to assist individuals with disabilities and other barriers to independence prepare for, obtain, and retain employment in the community.
- Utilize evidenced-based practices, including effective job preparation and retention strategies for individuals with disabilities and other barriers, to support the successful completion of initial and return-to-work goals.
- Cultivate relationships with the local business community to support the employment objectives of clients and to promote the mission of the Community Rightful Center.
- Provide services in support of the IEP goal including, but not limited to, assisting individuals develop appropriate career goals, complete resumes and job applications, develop job interviewing skills, and if applicable, disclose disability, and request job accommodations.
- Work with individuals to develop basic work soft skills and appropriate problem-solving and coping skills to aid in job retention.

- Utilize strategies to support the successful employment and job retention of individuals with disabilities, including on-the-job training/coaching techniques, Customized Employment, and Informational Interviews with local businesses.
- Apply a variety of networking and information-gathering techniques with the business community to promote the Community Rightful Center's mission and help individuals achieve the best job match possible. Understands and utilizes local labor market information to help individuals make informed career choices.
- Complete service delivery and documentation according to compliance standards established by the Community Rightful Center, funding sources, and governmental agencies pursuant to applicable state and federal law.
- Complete all paperwork accurately, timely, and professionally according to standards of documentation established by the Community Rightful Center, funding sources, and governmental agencies pursuant to applicable state and federal law.
- Coordinate and attends meetings as required/requested that support the employment goals of individuals served.
- Attend trainings and presentations that support and enhances core job responsibilities.
- Perform all duties in a safe manner and ensure that individuals served adhere to all safety guidelines.
- Communicate progress, problems and concerns to the Employment Services Manager.

Job Qualifications:

- Four years' experience or employment in a public vocational rehabilitation program; experience in job placement, job coaching, or counseling; or other related experience working with persons with disabilities. OR
- A Bachelor's Degree in a related field such as rehabilitation, counseling, social work, psychology, education, human resources, business administration, or economics, from accredited college or university and one years' experience as describe above. OR
- A Master's Degree in a related field such as rehabilitation, counseling, social work, psychology, education, human resources, business administration, or economics, from accredited college or university and six months' experience as describe above. OR
- An Associate's Degree from an accredited college or university, or a Bachelor's or Master's Degree in an unrelated field, and two years' experience as described above.
- Current and valid driver's license and reliable vehicle.
- Willingness to transport clients within the community to conduct job development and other activities necessary for individuals to obtain and retain employment.
- Must possess good written and verbal communication skills.

- Must present self in a professional manner.
- Must be able to work maturely with confidential information.
- Ability to prioritize and organize work under minimal supervision.
- Ability to work beyond normal schedule as needed.
- Basic computer knowledge/literacy required
- Must complete and successfully pass State background check and FBI clearance.