



2525 Cabot Drive, Suite 205
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www.parents-alliance.org

PARENTS ALLIANCE **EMPLOYMENT** PROJECT

*Join an amazing team at Parents Alliance Employment Project-a dynamic and elite non-profit agency providing vocational support services to individuals with disabilities!
As an employment specialist, you will provide on-the-job training and coaching to persons with disabilities helping them reach their fullest potential and promote diversity and inclusion with local businesses.*

JOB DESCRIPTION

Job Title: EMPLOYMENT SPECIALIST

Salary: \$44,000-\$52,000

Educational Qualifications: Bachelor's degree in Education, Special Education, Vocational Rehabilitation, Psychology or related fields.

Work Hours: Normal work hours are 40 hours per week, Monday through Friday. However, must maintain a flexible working profile while performing the job duties. This will include, on occasion, rearranging schedules based on the needs of the client's job site.

Additional Information: Must be able to provide or arrange own transportation for travel to and from job training sites. Must have valid drivers license and car insurance. Ability and willingness to tolerate light physical activity to include long periods of standing or walking depending on the demands of the client job sites.

Reports To: Program Manager

Purpose of Position

To provide systematic and thorough vocational service coordination for persons with disabilities, utilizing a holistic and client-centered approach to job placement and on the job training.

Primary Duties

- Provide supported employment services to individuals with disabilities as assigned by the Associate Director; this may include working with clients/students from various funding sources including the Division of Rehabilitation Services (DRS) , Workforce Innovation & Opportunity Act (WIOA) funding, Project SEARCH programs, high school districts or other funding sources.
- Accept referrals and conduct intake and assessment interviews to assess client's eligibility and general needs in order to determine if and how the agency can assist.
- Develop individualized written service plans, including plans for support, training, and follow-up services.
- Maintain a caseload of approximately 10-15 clients
- Provide case management utilizing the Casebooks system to track all activities and all required paperwork/forms under the appropriate funding source.
- Using a holistic approach, assess client's level of functioning, including psychological, medical, vocational, independent living and social assessments. Make referrals for additional assessment and examination as needed.

- Make referrals to community resources and to other programs and services as needed in order to maintain quality services for clients.
- As authorized by clients, obtain previous assessments, vocational histories etc. from appropriate sources, including DRS, schools, and other services.
- Provide employment counseling based on client's vocational goals, interests, abilities, previous experience and for other barriers which may impact on employment opportunities.
- Provide job readiness services to individuals with disabilities. Job readiness services include but are not limited to preparation of resumes, conducting mock interviews, training and assistance in completing job applications, assistance in identifying employment opportunities in newspapers or through employment sites on the internet; information on the use of public transportation. It may also include other services that may increase the opportunities of the clients to obtain and maintain a job, such as discussion of salary and benefits, on-the-job rules and regulations, work schedules, appropriate dress attire, etc.
- Assist clients in applying for jobs. Make and/or accompany to appointments as needed.
- Meet with employers to solicit job opportunities.
- Develop partnerships with employers on an ongoing basis in order to secure job placements for clients.
- Analyze jobs. Identify necessary work and work related skills.
- Identify necessary job modifications and provide intervention on behalf of the client to assure reasonable accommodations are made when needed.
- Coordinate support systems with other involved agencies, e.g. case management, transportation, residential, schools.
- Keep updated on laws and regulations that may affect service provision, e.g. social security work incentive programs, supported employment federal regulations.
- Maintain communication with funding referral and other support agencies in order to coordinate and provide the most effective services needed.
- Report directly to supervisor of program you are assigned to and provide regular feedback to Program manager and associate director as needed regarding the status of all clients and the job site.
- Prepare and submit weekly schedules and monthly client updates in a timely manner.
- Maintain appropriate demeanor towards co-workers, visitors, clients, supervisors, and all others.
- Adhere to agency procedures.
- Participate in agency staff meetings and events
- Other duties as assigned.

Contact: Kristen Sheffield, Executive Director, at (630) 697-8199 or ksheffield@parents-alliance.org

As an affirmative action employer, Parents Alliance Employment Project offers equal employment opportunities without regard to race, color, creed or religion, age, sex, national origin, or disability.

09/2024