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PARENTS ALLIANCE EMPLOYMENT PROJECT

*Join an amazing team of professionals at
Parents Alliance Employment Project providing vocational
support services to individuals with disabilities!*

JOB OPENING

Job Title: Employment Specialist

Salary: \$42,000-\$50,000

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: Inspired by Ability Program Manager

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.

Primary Duties of Employment Specialist:

- Assist with conducting intake interviews to assess participant's eligibility and general needs in order to determine if and how individuals can achieve job goals.
- Develop individualized written service plans, including plans for support, training, and follow-up services.
- Maintain a caseload of approximately 10-15 clients, including all required paperwork 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.
- 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 by networking with local businesses,
- 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-related skills and identify necessary job modifications and provide intervention on behalf of the client to assure reasonable accommodations are made when needed.

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

Work Hours and Location: 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. PAEP is located in Lisle, IL. The person hired for this position will be responsible for reporting to the Lisle office and traveling throughout DuPage county area.

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.

**To apply for this position, please send resume directly to:
Kristen Sheffield, Executive Director at 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.