EmployAbility is growing again and is seeking a QUALIFIED Job Development Specialist for 20 hours per week with room for advancement. Must have own vehicle and some flexibility in scheduling. Occasional nights and weekends are required.

**Qualifications**

Minimum qualifications: Education beyond high school in a social services related field. Experience working with people with disabilities and/or mental health concerns. Computer proficiency including a familiarity with Microsoft Word, Excel, and Windows

Preferred qualifications:
Bachelor’s degree in a human service related field
Experience in vocational rehabilitation

**Job purpose** The purpose of a Job Development Specialist is to provide all necessary support to assist consumers, of the WI Division of Vocational Rehabilitation (DVR), in their efforts to find and sustain employment. Job Development Specialists work as a team and support every consumer on EmployAbility’s case load. EmployAbility is a social service provider, and all employees should demonstrate professionalism, be cognizant of ethical considerations, act as an advocate for people with disabilities to obtain meaningful employment, be mindful of best practices when working with people with diverse backgrounds, and utilize a consumer-driven approach to case management.

**Duties and responsibilities**

Facilitate one on one for job development meetings with DVR consumers.

- Establish rapport and facilitate consumer-directed appointments by providing informed choice and working cooperatively with consumers to reach their identified goals
- Complete Job Development Plans by gathering information from consumers and identifying specific employment goals
- Provide and review job leads that meet the expectations of consumers
- Facilitate mock interviews
- Address soft skill related to employment
- Process with consumer and address any barriers to employment
- Gather relevant information to create a resume and cover letters
- Provide information/referrals to address any needs that are either related or unrelated to employment by gaining information about services offered in the community and utilizing EmployAbility’s Flexadex account.
Find appropriate job leads and apply for jobs

- Reference the Job Development Plan to identify appropriate job openings to consider for each consumer
- Research job openings and make a list of job leads to be reviewed with consumers
- Coordinate with consumer to determine the best way to apply for positions
- Provide strategies for searching for and applying to jobs
- Assist consumer in improving skills related to searching for and applying to jobs
- Complete online job applications on behalf of consumers
- Email resumes to employers on consumer’s behalf

Reach out to prospective employers

- Speak to employers by phone, email, or in person
- Provide employers with information on DVR programs and incentives
- Explain the role of and services provided by EmployAbility
- Provide resumes of qualified applicants to employers
- Document your contacts in TeamGram
- Attend job fairs to meet employers and provide information about DVR, EmployAbility, and consumers as potential applicants

Meet with and coordinate with Vocational Rehabilitation Counselors (VRC)

- Reach out to VRC assigned to consumer to arrange a meeting to review the Job Development Plan and coordinate services
- Attend 60 day review appointments with VRC and consumer to review progress
- Keep VRCs apprised of any significant changes with consumer cases as changes occur
- Accept referrals, describe services offered
- Coordinate services

Complete reports

- Promptly, complete all reports required by DVR
Fax reports to DVR scanning when complete and email to VRC’s when appropriate

Attend meetings and trainings
- Attend all staff meetings
- Attend meetings in the community when appropriate
- Attend trainings related to position with approval from supervisor
- Make an effort to gain knowledge related to position to stay current in best practices

Job Coaching
- Provide on-site support to consumers to assist them in learning a new job
- Coordinate with employer/supervisor to determine needs
- Establish natural supports and develop a plan to decrease job coaching support
- Be cognizant of job coaching hours authorized by VRC and ask VRC for additional hours when appropriate

Work as a team and cooperatively coordinate with all other EmployAbility staff
- Utilize TeamGram to prioritize and complete necessary tasks
- Older tasks take priority over newer tasks even if you are not the primary Job Developer for the consumer whose task needs to be completed
- If a task has been assigned to you it will appear on your TeamGram account and you should take responsibility for all tasks that are assigned to you
- Keep all documents on Google Drive to allow access of information to all staff
- Reference documents in Google Drive to perform required tasks

Answer questions and provide information
- Answer phone calls and emails from consumers, employers, DVR staff and the public
- Provide information about EmployAbility and schedule appointments as needed
- Attend networking events when appropriate

Maintain cleanliness of work area
Various other duties as assigned
**Working conditions** The majority of work is performed in a temperature controlled office setting requiring the ability to sit at a desk and utilize a computer for long periods of time. Job Development Specialists are required to perform job coaching tasks whereby he/she will be in a very wide range of settings including but not limited to retail, food service, manufacturing, and outdoor labor. Job Development Specialists will not be required to participate in labor tasks assigned to consumers but will be in environments that may involve but are not limited to standing, walking, extreme temperatures, and exposure to the elements.

**Physical requirements** Job Development Specialists must be able to sit, stand, walk, and drive a vehicle in order perform job duties effectively. Job Development Specialists must be able to operate a computer, phone, and all other office technology.

**Direct reports** No supervisory duties

Job Type: Part-time

Salary: $13.00 /hour

Required education:
- Bachelors in a social service related field

Required license or certification:
- Driver's License