

		Outstanding Possibilities Revealed	
		<p>Company Overview: Outstanding Possibilities Revealed (OPR) is a community based organization providing Supported Employment and Employment Readiness services to individuals with intellectual and physical disabilities as well as transitional youth. Our goal is to assist individuals to navigate barriers to prepare, obtain and retain competitive employment in the community.</p>	
Job Title		Employment Specialist	
Reports to:	Program Director	Department	Programs
Job Description			
<p>The Supported Employment Specialist is responsible for all areas of employment including career exploration, providing direct support, assistance to individuals in accordance with program policies and procedures, employment preparation, assistance with finding employment and job retention while working to improve the individuals' chances for job advancement, promotion and success in the community</p>			
Salary Range		Work Status	Part time

Essential Duties and Responsibilities

- Identify potential employers and develop strong relationships existing employer to facilitate placement
- Identify individual's interests in order to facilitate a job/career of choice and implement individual plan
- Effectively skill market individuals and match them into job opportunities
- Conducts workshops and training sessions for individuals by attending job fairs, recruiting events, job site tours and community centers
- Provide ongoing follow up with job seekers and employers through phone calls, letters, emails, special activities or events
- Supervise and job coach individuals in employment settings and assist individuals in meeting vocational goals
- Train individuals on effective employment readiness skills.
- Support individuals at their places of employment, which may or may not include paid of volunteer work or attending school.
- Assist individuals with preparation of job search documents such as resume, cover letter, references and job applications
- Negotiate customized jobs for individuals with disabilities.

- Develop natural supports, and other accommodations necessary to ensure individual is successful on the job
- Assists individuals in accessing and using public and generic transportation and provide transportation as assigned
- Document all program activities, job development activities and job placements on a weekly basis
- Accurately track and monitor employment data and job search activities
- Adhere to all (OPR)s policy and procedures
- Perform other duties as assigned by supervisor

Qualifications, Knowledge and Skills

- Education: Bachelor's degree in related field, or Job Placement Specialist certificate or Four (4) years of providing vocational and educational services to persons with disability may be substituted for education.
- Successful work history in competitive employment settings and possess knowledge of employer expectation and knowledge of the local job market.
- Minimum one (1) year experience providing supported employment and or/vocational services to adults with disabilities
- Good communicator and strong desire to help people
- Excellent written and oral communication skills.
- Ability to objectively handle a wide variety of employee/employer relationships
- Excellent skills researching the job market and identifying opportunities in the industry