

## Edison Sheltered Workshop

Title: **Employment Specialist**  
Status: **Professional Part Time**  
Reports to: **Executive Director**

### Duties

Provide direct services to individuals referred for competitive placement.

### Qualifications

Associate's Degree in Human Services or three years related experience. Experience working with people with disabilities and/or in human resources is preferred. Must possess a valid driver's license. Acceptable criminal history, driving record and drug test results required.

### Job Functions

- Perform intake interview and assessment of individuals seeking employment.
- Provide pre-placement.
- Provide job search activities.
- Provide job development services.
- Provide job coaching services.
- Provide follow along services if necessary.
- Provide all necessary support services needed to assist individuals in obtaining a competitive placement.
- Networking with prospective employers and attendance at job fairs.
- Complete all required reporting to the Division of Vocational Rehabilitation Services.
- Maintain case file on each individual.

### Responsibilities

- Adhere to the ethical standards of ESW and promote the human rights of all people.
- Adhere to the health and safety policies and procedures of ESW.
- Attend all scheduled and impromptu meetings related to staff, participants, health & safety and general organization issues.
- Attend required training for continued development including first aid & CPR.
- Perform such other duties as may be assigned by the executive director.

### Criteria

Common sense: solid moral character, ability to relate to the counselor, other staff members, participants, families/guardians and other stakeholders. Resourceful, motivated, good organizational skills and professional demeanor. Good oral and writing skills.

THIS IS A GENERAL DESCRIPTION OF THE DUTIES AND RESPONSIBILITIES OF THIS POSITION AND IS NOT TO BE CONSTRUED AS A CONTRACTUAL AGREEMENT BETWEEN THE EMPLOYEE AND ESW.