

JOB OPENING

SERTOMA CENTRE, INC.
4343 West 123rd Street
Alsip, IL 60803

POSITION TITLE: Employment Specialist – Full-Time

POSITION REPORTS TO: Employment Specialist Supervisor

POSITIONS SUPERVISED: None

POSITION SUMMARY:

This position is responsible for providing comprehensive services to individuals enrolled in the Community Employment Program including intake, job readiness training, community assessments, job development, job placement, job retention, and benefits counseling. This position is also responsible for the development and implementation of the Individual-Centered Service Plan (ISP), ensuring integration of services through the involvement of the individual, guardian, family, referral sources, other service providers, agency staff, and others identified by the individual.

POSITION RESPONSIBILITIES:

- Engage individuals to develop vocational goals by developing rapport and taking into account employment goals, work history, strengths, culture, justice involvement, and results of assessments.
- In collaboration with the team, provide the amount and frequency of services and number of job placements necessary to meet departmental goals and maintain funding contracts.
- Develop and maintain relationships with business managers and potential employers, referral and funding sources, and local business community and market employment services through participation in events (e.g., job fairs, business after hours, etc.) by spending at least 65% of time in the community and establishing and maintaining regularly scheduled meetings with DRS offices.
- Conduct job analyses to identify the work environment conducive to individual's success. In collaboration with Job Coach, identify job modifications and accommodations, when necessary, to promote the success of the individual and job retention.
- Provide follow-up support and job retention services to consumers and employers, and possibly career development, ensuring satisfaction of both.
- Provide benefit counseling to consumers by advising how earned income will affect their benefits along with availability of work incentives.
- Function as an advocate ensuring protection of an individual's rights while providing a training element to empower persons with disabilities to understand and protect those rights.
- Participate in weekly team meetings to coordinate services and assist individuals to achieve employment goals.
- Function as Case Manager for the purpose of developing and implementing an Individual-Centered Service Plan (ISP) for individuals served. Perform tasks including, but not limited to the following:
 - Complete the assessments needed to develop a well-rounded Service Plan.
 - Ensure that Service Plans are developed with the input of the person receiving services or a significant other. Assist individual in developing a full understanding of the plan and assume responsibility for implementation of the plan.
 - Schedule, convene, and facilitate the Service Plan Meeting in accordance with funding agency regulations and internal department procedures. Schedule and convene follow-up meetings in response to identified needs or modifications to the Service Plan.
 - Secure input, reports, and information from all persons involved in service delivery prior to Service Plan Meeting.
 - Ensure that the Service Plan Meeting is a coordinated effort involving the individual and others involved with service implementation and ongoing supports.
 - Maintain regular communication with all persons who may be involved with the individual and those requested by the individual or their guardian to participate in the development and/or implementation of the plan.
 - Enable the person's plan to proceed in an orderly, purposeful, and goal-directed manner.
 - Review the plan's responsiveness to the needs and preferences of the person with their input on goal status based upon performance and interest, and satisfaction with services as indicated through the Quality Assurance Survey process.

QUALIFICATIONS:

- High school diploma required; Bachelor's Degree in a Human Service field preferred.
- Minimum of six months of experience working in job placement with individuals with developmental disabilities and/or mental illness preferred.
- Prior experience in sales and/or marketing preferred.
- Second language a plus, but not required.
- Excellent communication skills, both written and oral.
- Proficient in the use of computers, software applications, and working knowledge of Microsoft Word, Excel, and Outlook.
- Valid driver's license with good driving record meeting Agency insurance provider coverage requirements. Insurance documentation for use of personal vehicle.

ONLY ONLINE APPLICATIONS WILL BE ACCEPTED

If interested, please apply online via our website, www.sertomacentre.org, click on "Career Opportunities" and "Search Here."