

Employment Specialist / Community Supports

JOB DESCRIPTION: Reporting to the Manager of WIN Services, the Employment Specialist will work in the community supporting adults with disabilities to develop skills focused on their goals of increased independence and employment.

JOB STATUS:

- Full time, daylight hours, 40 hours / week, 7:30 a.m. – 3:30 p.m.
- Part time, daylight hours, 28 hours / week, 7:30 a.m. – 3:30 p.m., 3 – 4 days a week

LOCATION: 131 Pleasant Drive, Aliquippa, PA 15001

KEY JOB RESPONSIBILITIES:

- Supports participants in achieving their employment goals. Activities may include helping them to: explore employment options, prepare a resume, complete an application, prepare for an interview, develop work skills needed for a new job, tour local business partners and create job shadowing experiences.
- Provides life skills training that increases independence and self-advocacy. Activities may include teaching a client to: safely use public transportation, manage finances, prepare a meal on a budget, or volunteer in the community.
- Helps maintain operations and oversight of participants at competitive employment work sites
- Maintains a positive relationship with participants, their families, coworkers, outside agencies and community employers.
- Provides training and continued support for a participant placed in competitive employment
- Implements goal plans and documents progress in a timely manner
- Transports participants as needed using company and personal vehicle with mileage reimbursement

QUALIFICATIONS:

- High school diploma or equivalent
- Some post-secondary training / education beneficial
- Experience working with individuals with disabilities helpful not necessary, ongoing training will be provided
- Ability to successfully work in a team environment
- Familiarity with Microsoft Office – Word, Outlook
- A valid driver's license
- Able to pass required background checks and clearances

BENEFITS: Paid time off for full and part-time positions plus 11 paid holidays. Excellent benefit package for full time including: Health Insurance, Dental, Vision, Short Term & Long Term Disability, Life Insurance and Pension Plan. BCRC is an equal opportunity employer.

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