

JOB ANNOUNCEMENT
Re-Advertisement
CDKC Vocational Rehabilitation Employment Specialist
Opening Date: July 26, 2023
Open until filled

Starting salary dependent upon Education & Experience/Fringe Benefits (\$30,000 - \$32,000)/Twelve Month Position with 90 day probationary period

SUBMIT COVER LETTER AND RESUME TO: (Resume should include official transcripts and (3) letters of current references.) **Incomplete resumes will not be reviewed.**

Selection Committee (CDKC-VRPES)
Chief Dull Knife College
Post Office Box 98
Lame Deer, Montana 59043

GENERAL JOB DESCRIPTION:

The Employment Specialist will assist clients referred for job placement/development, job coaching, supported employment, transitional employment services, work experience and community work assessments.

QUALIFICATIONS:

Preferred Qualifications: Bachelor's degree in Rehabilitation, Education, or a related field and two years of general work experience. **Minimum Qualifications:** High school graduate with at least four years of work experience in Job Placement/Development, Vocational Training, Job Coaching, or direct hands-on experience working with disadvantaged/disabled individuals. Must be able to effectively meet and deal with employers and the general public. Must have own transportation must be able to hear and understand spoken words. Must be able to speak English clearly. Must be able to see details at close range. Must be able to stand, climb, stoop, bend twist and walk repeatedly. Must be able to reach, feel and lift with arms and hands. Must be able to lift 50 lbs. occasionally. Must have strong time management skills, must have knowledge of word processing, basic keyboarding and computer skills. Must have good oral and written communication skills.

Major Specific Responsibilities:

1. Assess the vocational skills, interests, and job readiness of clients referred for services. Assist in developing a plan of services and provide required services.
2. Participate in consumer staffing and/or Individual plan meetings in order to coordinate and implement services with training objectives and vocational goals.
3. Provide on-site job analysis, consultation and recommendations for worksite and job modifications when appropriate.
4. Assess, write and implement task analysis, and training program for consumers placed at worksites.
5. Assist employers to identify, modify, and/or eliminate architectural, procedural and or attitudinal barriers to employment and advancement of persons with disabilities.
6. Educate and /or train prospective employers about various disabilities and resulting vocational implications, assisting devices, job accommodations, facility services and current disability related legislation affecting employer.
7. Maintain a working relationship with employers and referral sources.
8. Assist client in arranging and preparing for job interviews –includes resume writing, attending interviews and other job seeking skills as necessary

9. Provide and or coordinate support services to consumers that are essential for the clients transition into and or maintenance of community employment
10. Provide and arrange for hands-on training in specific skills and or requirements of a particular job when appropriate to maintain employment.
11. Other duties as assigned.