

EMPLOYMENT SPECIALIST (15-01-003)

Salary Range: \$23,660- \$26,026

(LONGVIEW LOCATION)

The incumbent in this position will be primarily responsible for networking in the community to develop jobs for people with disabilities; communicating with Disability Rehabilitation Services (DRS) and Disability Blind Services (DBS) Counselors regarding consumers (disabled/severely disabled population served); perform job and site task analysis to determine appropriate referral partner and/or need for accommodation of the same; conducts planning meetings for new consumers regarding monthly placements, assist employers with providing necessary accommodations for consumers to perform job duties effectively; communicate with Manager of Vocational Services regarding caseload as needed.

This individual maintains case notes on the Goodwill Workforce Development Server for each consumer's case worked on a daily basis; performs Job Coach duties in the absence of the full-time Job Coach(es), including but not limited to: train consumers on various job duties/workplace policies and procedures/social skills/safe and efficient operation of equipment, etc.; performing Job Readiness Training; advocate for consumers in the workforce to promote successful relationships between employers and employee.

The ideal candidate will be skilled in developing and maintaining professional, cooperative relations with local businesses and agencies; interested in assisting individuals seeking to achieve sustainable employment while overcoming varied disabilities.

Essential Functions: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily listed above which are representative of the knowledge, skills, and/or abilities required; Additionally this incumbent will be proficient in math, reading, and writing; able to perform the physical demands of the job which include: **Mobility**-required to stand; frequently walk, climb, stoop, kneel, crouch, crawl. **Dexterity**- requires hands to manipulate, feel, reach, lift and/or carry. **Sensory**- able to see objects, colors at close range or distance, peripheral, and depth vision, communicate orally with normal hearing decibel. **Lifting**-frequently lifts and/or carries 25 to 50 lbs. using safety measures in place. (Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).

Education/Experience: High School Diploma or GED, and a Bachelor's degree in rehabilitation, business, marketing, or a related human services field in addition to one year's directly related work experience; or an Associate's Arts degree in rehabilitation, business, marketing, or a related human services field, and two years' directly related work experience; or a UNT CRT Certification plus three years' directly related experience/or 4 years of directly

related experience working with people with disabilities; and/or group homes or half-way houses. An AA degree must be obtained (in a related field approved by the organization) within 2 years of appointment. Must maintain current TX DL/ driving record acceptable to the Company's insurance carrier/ and have reliable transportation. **(Bilingual is a plus).**

We offer a competitive wage and benefit package, including up to 30 days of paid time off per year.

Deadline to apply: Open until filled.

To Apply AND submit your Resume please click [HERE](#).

Paper Applications may be completed in person at: Human Resources Dept. Goodwill Industries of East Texas, 409 W. Locust St., Tyler, TX 75702. No phone calls please.