



Employment Specialist

Denville, NJ, US

Job posted by [DAWN Center for Independent Living](#) on February 17, 2017

Posted on: February 17, 2017

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DAWN Center for Independent Living, a disability rights agency, seeks a highly motivated, enthusiastic, outgoing self-starter to coordinate agency employment readiness programming.

Job Description:

The Employment Specialist is responsible for expanding capacity of employment related programming within the organization and delivering, documenting, tracking, and promoting Independent Living employment services to consumers residing in Morris, Sussex and Warren Counties. He/she works closely with our consumers to help them create their own Independent Living Plan, where they set employment goals and determine action steps to achieve them. The Employment Specialist also is responsible for building relationships with employers to enhance employment outcomes for individuals with disabilities.

Essential Duties:

- Demonstrate knowledge and understanding of legislation pertinent to employment for persons with disabilities including WIOA, ADA, Section 504, etc.
- Identify and assist with implementation of programming relevant to above legislation that may impact issues surrounding employment for persons with disabilities to meet the requirements of new initiatives.
- Recruit, screen, identify and assist individuals to participate in all agency specific employment programs.
- Provide ongoing support from identification to job placement, including benefits and career counseling, skills and interest inventories, job search skills, workplace skill building, self-advocacy skills, and peer support to consumers with employment goals.
- Maintain working knowledge of benefits and services available to people with disabilities and how they may be affected by earned income.

- Maintain detailed and accurate service records of all consumer contacts, as per contractual obligations
- Prepare reports for specific funders/programs.
- Maintain collaborative relationships with federal, state and private agencies and non-profit organizations that serve persons with disabilities, with an emphasis on SSA.
- Facilitate workshops and public forums relating to services provided.
- Implementation of Independent Living Plans, Individualized Work Plans, and other employment and retention plans as required.
- Foster collaborative relationships with employers to enhance employment outcomes for persons with disabilities.

Required Knowledge/Skills/Attributes:

- Knowledge of and support for the Independent Living Philosophy;
- Ability to successfully relate to and communicate with people with disabilities, their families, other organizations, agencies, volunteers, and consumers
- Knowledge of programs and services, benefits, entitlements and supports available to persons with disabilities, as needed;
- Experience using Windows editions 8-10 including expertise in utilizing: Outlook; Skype; Microsoft Word/, Excel, PowerPoint, Publisher,
- Strong team player willing to take direction, initiate business activities and work with management staff and peers;
- Self-starter able to work with minimal supervision/direction;
- Professional demeanor and presentation;
- Have strong and effective spoken and written communication skills.
- Creative thinker using sound judgment in workload coordination and in technical matters;
- Ability to organize work effectively and establish priorities
- Ability to work with minimal supervision;
- Ability to meet or exceed deadlines;
- Ability to make decisions and implement activities impacting the organization's well-being
- Ability to cope with moderate to high levels of stress.

Education and Experience:

- Bachelor's Degree in a Social Services field - and a minimum of two years of experience providing employment related services to persons with disabilities. Experience may be substituted for education on a year-to-year basis
- Previous experience working with individuals with disabilities required

Working conditions:

Standard Work Week is 9:00 AM - 5:00 PM with a half hour lunch break (37.5 hours)

- Requires site visits and attendance at community based meetings, therefore ideal candidate should have access to transportation. Mileage reimbursement is provided for use of personal vehicle.
- This position has no required physical elements needing special designation.

*** This is a grant-funded position and continued employment is contingent to this funding.**

66 Ford Road
Suite 121
Denville, NJ, US 07834

Application deadline: March 17, 2017

Start date: March 20, 2017

Employment type: Full Time

Professional level: Professional

Job functions: Public relations, Direct social services, Employment Readiness; Employment;, Advocacy

Salary: Commensurate with experience

Benefits: Paid time off; paid sick time and holidays; health benefits and work travel is reimbursed.

Education: 4-year degree, Master Degree (preferred)

Language proficiency: Ability to read and write in Spanish preferred

DAWN Center for Independent Living

Areas of focus:

Disability, Disability issues