**THE ARC OF CENTRAL ALABAMA JOB POSTING NOTICE**

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| **Job Title: Employment Specialist** | **Job Code: ES4904042022** |
| **Department: Supported Employment/ARC-WAY** | **FLSA Status: Non-Exempt** |
| **Reports to: Employment Services Coordinator** | |
| **Work Schedule: Fulltime Day Mon-Fri- 8am-4:30pm, OT as Needed** | |

**Position Summary:** Evaluates program candidates and assists in their transition to meaningful employment. Obtains program candidate information through interviews and assessments and gains employer information through networking.

**Job Duties:** Screens candidates by interview, reviewing documents and recording results. Develops client interest inventory profile. Assess vocational interests and connections. Assists with candidate’s transportation and other support service’s needs. Identifies services and opportunities in candidate’s preferred area of work. Determine candidate’s skills. Documents all information gained. Collects and documents information about available jobs. Ensures CARF standards are met with completing and updating annual documents. Completes all documentation for invoicing and submit monthly updates to ADRS counselors.Develops and maintain a working relationship with employers and public agencies. Develops jobs for candidates, surveys community for job openings and arranges interviews. Networks within the community. Develops resumes, job leads, applications and find training opportunities which lead to finding permanent employment. Tracks progress of employee once on the job. Conducts employee/employer satisfaction assessments.  Seeks living wage opportunities for persons that have been in positions that pay less.

**Knowledge, Skills and Abilities Required:** Four-year college degree in business administration, vocational rehabilitation, labor relations, social work, human services, or related field and/or experience working in social services preferred. Reliable transportation for local travel, and valid driver’s license required.  Reliable transportation. Excellent communication skills and ability to communicate with adults with disabilities required. Ability to teach and coach in a positive manner. Ability to pass a background check. Background in employment, staffing, or business development preferred.

**Physical Requirements:** This position requires frequently standing; walking; hand dexterity; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; and talk; or hear. The employee is occasionally required to sit. The employee must frequently lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

Email resume or application to: [jobs@arcofjeff.com](mailto:jobs@arcofjeff.com) or complete application and apply in person at 6001 Crestwood Blvd, Birmingham, Al 35212.

**EOE/M/F/Vet/Disabled**