



Employment Consultant – Full-time

Seeking qualified individual to provide job preparation, job development, and placement services to individuals with disabilities. Strong communications skills and ability to network with area employers a must.

JOB DESCRIPTION: This position is responsible for providing professional vocational counseling to individuals with disabilities to attain successful employment. Employment Consultant will maintain communication with VR Counselors, employer partners and consumer; maintain case service records, produce correspondence, and manage an electronic database; conduct in-depth interviews and plan services with the consumer; provide training and counseling to help consumer develop appropriate soft skills for work; develop employer relationships leading to successful employment outcomes; develop work experience sites to benefit individuals in pursuit of employment; collaborate with team members in placement activities; Utilize resources of CIL and community to ensure successful employment; and perform other duties as required.

REQUIREMENTS:

Bachelor's degree from an accredited college or university in a related field of study.

Years of Experience

For each year of work experience required in the qualifications, an applicant shall have 12 months of full-time work experience to receive credit for an entire year.

Bachelor's degree plus not less than 1 year of paid or unpaid experience consisting of:

- direct work with individuals with disabilities in a setting such as an independent living center
- direct service for advocacy activities that provide such individual with experience and skills in working with individuals with disabilities
- direct experience as an employer

- direct experience as a small business owner or operator
- direct experience in self-employment
- experience in human resources
- experience in recruitment
- experience in supervising employees
- experience in training
- experience in other activities that provide experience in competitive integrated employment environments

Attainment of a master's or doctoral degree from an accredited college or university in a field of study such as:

- vocational rehabilitation counseling
- law
- social work
- psychology
- disability studies
- business administration
- human resources
- special education
- management
- public administration
- another field that reasonably provides confidence in:
 - the employment sector
 - in a disability field
 - or in both business-related and rehabilitation-related fields

Years of Experience

6 months of relevant experience.

Other:

Must have a FL Driver's License and reliable vehicle.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the theories and techniques of counseling
- Knowledge of the principles and techniques of effective verbal and written communication
- Knowledge of the methods of compiling, organizing and analyzing data
- Knowledge of medical and psychological aspects of disability groups
- Knowledge of interviewing techniques
- Ability to interview clients in order to determine eligibility for vocational rehabilitation services
- Ability to compile, organize and analyze medical and psychological data
- Ability to provide counseling and guidance in the area of career planning
- Ability to develop individual vocational rehabilitation programs
- Ability to assess test results
- Ability to plan, organize and coordinate work assignments
- Ability to communicate effectively
- Ability to establish and maintain effective working relationships with others

BENEFITS:

- Compensation at \$2,750.80/mo.
- Bonus structure for successful outcomes.
- Dental Insurance
- Long and Short term disability
- Health Insurance
- SEP Pension Plan

Fax Resume to: Linda Butler 352-378-5582