

# Innovative Services NW

## Job Opening

**Job Title:** Employment Specialist/Job Developer

**Dept:** Employment Services

**Full Time:** 40 hours/week

**Job Summary / essential duties:** Responsible for providing job development, job placement, and training services to individuals with disability related barriers to employment. Included are individuals who are disabled, disadvantaged or others in need of employment services. All services are designed by the individual to meet their desired employment outcomes. Primary responsibilities include job development, skill assessment, employment plan development, job placement activities, job coaching, job retention and follow-up services. This position works in an employment team environment and participates in planning and coordination of employment service activities.

**Skills required:**

Bachelors Degree in a vocational/social service related field or marketing

2 years of marketing experience placing individuals in jobs.

Experience working with the Vocational Rehabilitation system.

Must have excellent written and oral communication skills.

1st/Aid CPR card

Valid driver's license in the state of current residence, Job duties require the use of an automobile with proof of auto insurance coverage's' according to applicable state laws.

Pass a criminal history background check

**Flexibility:** This organization believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this job (or position) description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent nor the organization to just the work identified. Job duties may change from time to time based on our business needs. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

**Physical demands and work environment:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

***Physical Demands:*** While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include, close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

***Work environment:*** The noise level in the work environment is usually moderate. Will be working in many community environments and traveling using a personal vehicle.

Send resumes to: HR Dept. @ Innovative Services NW

10401 NE 4th Plain Rd. #201

Vancouver, WA 98662

Fax: HR Dept.: 1 (360) 823-5180

**Email:** <mailto:jobs@innovativeservicesnw.org>