

Innovative Services NW Job Posting

Job Title: **Employment Specialist**



WORK SCHEDULE: Full-time –OR– Part-time **[FLEXIBLE]**

HOURLY/SALARY RANGE: \$ 18.00 - \$20.00

Do you want to help create a community that is truly inclusive of all people? Do you have a passion for making sure people of all abilities receive respect, acceptance, and maximize their potential? Innovative Services NW provides employment services for individuals with disabilities or other challenges with the goal of helping them achieve individual independence in our community. We have immediate openings for Employment Specialists and provide on-the-job training, so you can be equipped with the tools you need to help others achieve successful employment. Here's a little of what you could expect in this position:

"IT'S MORE THAN JUST WORK..."

DUTIES:

- Develop and maintain schedule to provide on-site job supports for participants assigned.
- Implement, monitor, and report on participants' plan and goal achievement.
- Facilitate and maintain natural supports on the job site.
- Meet at regular intervals with the participants' supervisors to monitor the employer's levels of satisfaction, and to intervene when issues are identified.
- Document participant's activities in progress notes and reports, as well as other duties as assigned.

QUALIFICATIONS:

- Flexible, growth-oriented mindset
- Natural problem solver
- Preference given to those with prior experience living or working with adults with disabilities
- Must have a valid driver's license and proof of auto insurance
- Must pass background driving and criminal checks per contract requirements

BENEFITS:

(FOR ELIGIBLE EMPLOYEES)

- Work-life balance & Fun Events
- Paid sick time / Vacation time
- Health / Medical / Mental / Dental / Vision / 401K
- Employee Assistance Program

AAP/EEO STATEMENT

Innovative Services NW provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

TO APPLY:

Please head to our website and fill out the quick online application at:

<http://www.innovativeservicesnw.org/about-us/careers>

AN EQUAL OPPORTUNITY EMPLOYER