

SOUTHER CALIFORNIA RESOURCE SERVICES (SCRS)

Employment Specialist Job Summary

Santa Ana & Anaheim office

Job Type: Full-time/Benefits

Pay D.O.E

Under the general supervision of the Deputy Director and the Vocational Program Manager, the Employment Specialist serves as liaison with employers, consumers, and Department of Rehabilitation Counselors, providing Intake, Job Preparation, Job Placement and Retention services to persons referred by the Department of Vocational Rehabilitation.

RESPONSIBILITIES AND DUTIES:

- Meets with consumer to complete Intake Process, determine eligibility, develop the IPE, and Assessment, etc.
- Establishes and maintains consumer file in CIL Management Suites Data Base.
- Documents contacts made pertaining to consumer in Case Notes of CIL Management Suites.
- Forwards Authorization to SCRS Administrative Office.
- Communicates needs and accomplishments to Vocational Rehabilitation Counselor through Monthly Progress Reports taken from Case Notes in the CIL Management Suites Data Base.
- Serves as liaison with Consumer, Vocational Rehabilitation Counselor and potential or actual employers.
- Coordinates Job Preparation through Job Club and individualized training, including arranging for classroom, necessary supplies, notifying consumers, etc.
- Works with consumer to develop and formulate their Master Applications and Resumes that highlight their vocational skills and interests.
- Makes contacts with potential employers and provides referrals as appropriate.
- Provides job leads and job information to consumers and Employment Specialists.
- Disclaimer: This job posting does not list all the duties of the job. You may be asked to perform other duties. SCRS-IL has the right to revise the job description at any time. The job description is not a contract for employment.

QUALIFICATIONS AND SKILLS:

Bachelor's in Business Administration, Organizational Leadership, or related degree and/or three to five years' experience in an agency that provides services to people with disabilities; understanding of business process ; thorough understanding and embracement of Independent Living Philosophy and disability culture and understanding of employment services would be beneficial. Employee needs to have an understanding of basic businesses operation, especially hiring processes.

- Work collaboratively with the Deputy Director, Vocational Program Manager, and Executive Director
- Experience working with and some supervisory experience working with a variety of staff positions
- Excellent writing and communication skills
- Report preparation knowledge
- Exercise time management skills and have the ability to multi task.
- Problem solving, and conflict resolution skills
- Knowledge of vocational services administration
- Experience working with diverse individuals of multi-cultures and disabilities.
- Bi-lingual (Spanish) preferred, but not required
- Public speaking required
- Must be able to travel, have current California Driver's License and proof of insurance or other means of transportation.

**How to Apply: Please send resume and references to:
gramirez@scrs-ilc.org**