

Job Title: Employment Specialist
Status: Full-time / Non-exempt
Reports to: Director of Employment Services
Department: Employment / Denver, CO
Hourly Pay: \$19.50 – \$20.00 + Mileage (.50 on the mile)

General Purpose:

For almost 100 years, Easterseals Colorado, a non-profit organization, has worked tirelessly to enhance quality of life and expand statewide access to healthcare, education, and employment opportunities. Through our programs and services, we are empowering people with disabilities, families, and communities to be full and equal participants in society. We will not stop until every one of us is valued, respected, and accepted. An Employment Specialist with Easterseals Colorado provides direct client services in the areas of employment counseling, client needs assessment, employment preparation, and training, referral to community resources and support services, program eligibility, and/or job development/placement; and performs related duties as required. This work will be performed in Denver, remotely, and driving to job locations of client's worksites.

Essential Duties/Responsibilities:

- Interviews, advises, and guides a diverse population of clients to ascertain employability; interprets and explains regulations, rules, policies, and procedures to clients; may determine client eligibility for services; appraises clients of their rights, benefits, responsibilities, and obligations under program participation; ensures that applications and other forms are completed accurately and thoroughly
- Assesses client's education, work experience, skills, abilities, qualifications, and job interest; assesses client readiness for job referral, support services, attempts to match clients with available employment, training, or other opportunities/services
- Accesses the competency levels of every individual in a particular field through tests and counseling and providing feedback on their performance
- Identifies problems/barriers that hinder employability; assists clients in resolving and mitigation barriers to employment by identifying the need for other services and benefits; counsels' clients regarding recommended solutions and suggested supportive services
- Assists the job seekers in increasing their knowledge in a particular field and helping them focus on the current requirements of the employers
- Analyzes information obtained from interviews, tests, and other sources to develop short and long-term goals; develops and implements individual employment plans
- Contacts public and private employers to develop on-the-job training and/or direct job placement sites for clients; maintains cooperative relationships with employers and support service and community resource agencies; identifies appropriate job placement/training opportunities for clients; maintains an awareness of local job market and opportunities to assist in providing guidance to clients; may arrange for employment interviews

These essential duties/ responsibilities are not intended to be an exhaustive list of all duties, responsibilities, or qualification associated with the job

Job Qualifications:

- Top-notch organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent mindfulness
- Ability to pass State and Federal criminal background checks along with an MVR
- A current Colorado driver's license with reliable transportation required
- Minimum of 2 years of experience in mental health, social services, or employment services highly preferred
- Proven ability to interact and build a rapport by possessing great communication skills
- Experience with caseload management highly preferred
- Individual Placement and Support (IPS) experience highly preferred, if hired will be required within 90 days

Benefits Offered:

Our employees are our most valuable asset. That is why at Easterseals Colorado we are committed to a comprehensive employee benefit program that includes medical, dental, vision, flexible spending and health savings accounts, retirement plan, employee assistance program, paid holidays, and paid time off.

Physical Requirements of This Position:

Must be able to remain in a stationary position 50% of the time. This person in this position needs to occasionally move about inside an office to access file, office machinery, etc. Constantly operates a computer and other office productivity machinery. Must be able to drive.

Reasonable Accommodation Statement:

At Easterseals Colorado we are committed to providing equal employment opportunities and fostering an inclusive environment. If you require reasonable accommodations in the application process or to perform the essential functions of this position, please contact Melissa Angel. We encourage applicants of all backgrounds and abilities to apply.

M/F/D/V/G EOE E-verify Employer