

# Supported Employment Consultant

Part Time Position Available

The Arc of the Emerald Coast provides services to intellectually and developmentally disabled children and adults in Santa Rosa, Okaloosa, and Walton Counties. These services enable individuals to live, work, and play in their community. We invite you to be a part of our team and make a difference in the life of a special needs person. We have an immediate opening for a Supported Employment Consultant.

## Requirements:

- Must possess a bachelor's degree from an accredited college or university with a major in nursing, education, or a social, behavioral, or rehabilitative science.
- Candidates without a degree must have two years of college as stated above and two (2) years of experience working in a medical, psychiatric, nursing, or childcare setting or working with persons who have a developmental disability; or experience in one of the aforementioned fields may substitute for education on a year-for-year basis.
- Must have 1 year experience as a job coach/supported employment consultant.
- Must pass a Level II Background Screening.
- Must pass a drug test.
- Must have transportation, current license, current car registration, current car insurance, and a good driving record.

## Responsibilities:

- Identify consumer's strengths, weaknesses, barriers, and developmental capabilities; assess worker skills and characteristics to job requirements.
- Provide training and assistance in a variety of activities to support consumers in sustaining paid employment.
- Advocate on behalf of people with developmental disabilities with employers, parents, and other providers.
- Develop job placement sites within the community (a/k/a Job Develop).
- Counsel consumers in a professional manner and provide the worker with job-related counseling.
- Provide intensive on the job training for the individual at the work site.
- Protect each participant's rights and freedoms, maintain the confidentiality of their personal information, and provide for and insure each individual's right to privacy
- Provide the worker with community training related to maintaining the job.
- Adhere to proper documentation requirements and furnish reports/documents in the time period specified by the Supported Employment Manager.

## Rewards:

- Medical, dental, and vision benefits available
- 401(k)
- Paid time off

**OFFERING a \$1,200 sign on BONUS!!!** New hires working at least 24 hrs/week will receive a \$1,200 sign on bonus! This will be paid out over the course of 6 months. The employee will receive a \$200 bonus on the paycheck after their 30 days, 60 days, 90 days, 120 days, 150 days, and 180 days of employment. Bonus will be paid to the new hire every 30 days (max 180 days) as long as the new hire is still working. If the new hire resigns or is terminated, the bonus for the new hire will end.