

POSITION: Employment Training Specialist

POSITION SUMMARY:

Instruct and coach consumers in supported employment positions with outside employers. Act as a liaison between consumers and employer providing feedback to support consumers continued success in the workplace. Assure quality services that are in compliance with all accreditation and organizational standards. Assist in the development and ensure the implementation of assigned consumer's Life Plan's and the required documentation. Must be able to work a variety of days and hours including weekdays, evenings and weekends.

QUALIFICATIONS:

- Bachelor's degree in Education, Social or Human Services with two (2) years related successful work experience. Exceptions must receive prior approval from the Executive Director.
- Must complete Employment Specialists Training Program within first year of employment in this position.
- Must meet agency policy on transportation and background checks.
- Must meet agency Medication Manager Certification.
- Possess ability to work on a daily basis utilizing standard office and shop equipment.
- Proven proficient ability to use independent judgment, analytical/decision-making skills, verbal and written communication skills, human relation skills, team working skills, and organizational skills,
- Position will contain medium physical work consisting of exertion of up to fifty (50) pounds of force occasionally, exerting up to twenty (20) pounds of force frequently and exerting up to ten (10) pounds of force occasionally to move objects. This position consists of a combination of sitting, standing, or walking.

SALARY RANGE : \$12.75-\$13.52 per hour

Submit Current Resume and Cover letter to:

Robin Stewart
Link Associates
1452 29th Street
West Des Moines, Iowa 50266
Robin Stewart
Human Resources Manager

Link Associates
1452 29th Street
West Des Moines, Iowa 50266
515-262-8888 Ext. 240 Office
515-262-8655 Fax
rstewart@linkassociates.org



"Providing people with mental disabilities opportunities to achieve their personal goals"

IMPORTANT NOTICE: The information provided in this e-mail message, along with any attachments, may be privileged, confidential, and covered by the Electronic Communications Privacy Act, U.S. CC. 2510-2521 as well as other State and Federal laws. If you have received this e-mail in error, please contact me at the above phone number or e-mail address immediately. If the reader of this e-mail is not the intended recipient, you are hereby notified that distribution, retention, dissemination, or copying of this communication is strictly prohibited.