**Employment Specialist**

**Education and Transition Group**

**Reports to: Chief Executive Officer or Deputy CEO:**

**Travel Required: Employment Specialist is based out of our Medford facility. There will be occasional travel throughout Suffolk County.**

**Salary: $49,000. to $52,000. Annually**

**Position:**

**In Person Employment**

**FULL TIME; 35 hours a week, Monday through Friday (does not include lunch hour).**

**Applicants will be trained.**

An employment specialist assists job seekers in identifying their goals and helping them understand their skills sets. The specialist provided career counseling, supporting the individual throughout the job search process, and connecting them with suitable job opportunities,

The specialist will assist the person with resume writing, preparing for the interviews and assisting with other needs necessary for the person to successfully attain employment.

**Qualifications:**

* Associate’s degree. The Degree must be from a credited college with a concentration in Work Rehabilitation
* 2-plus years employment placement experience.
* Familiarity with NYS Department of Labor Career Zone & Job Zone
* Hosting zoom trainings i.e. Job Club
* Able to communicate in English effectively.
* Excellent people and verbal communication skills.
* Understanding of the various disabilities.
* Proficiency with Microsoft Office (Excel, PowerPoint, Word, Publisher etc.

**Responsibilities:**

• Ensure workforce development plan and services are to the client’s satisfaction and repeat business.

• Establish and develop strategic employer partnerships that result in a strong workforce for the employer and employment and internship opportunities for SILO clients.

•Provide age-appropriate vocational employment services that culturally sensitive and addresses the needs of individual clients.

• Conduct initial behavioral, functional, and vocational assessments for clients to be placed in competitive employment and maintain employment.

• Teach the clients independent job skills and requirements utilizing job task analysis and job specific supports,

• Assist clients in reinforcing essential skills, or teaching new skills appropriate to developing a resume, conducting a successful job interview, completing a job application, and writing thank you correspondence to employers.

• Build a support network between the clients, employers and the community.

• Refer clients to various support services, resources, and

• Accurately complete billing, progress reports, and documentation on time.

• Develop and conduct relevant workshops (i.e. job readiness training, interview skills, soft skills training, resume building skills, etc.) for all SILO programs.

• Perform other duties as assigned by the Administration of SILO, the program director, or their designee.