

<b>Job Title:</b> Employment Consultant
<b>Department:</b> Supported Employment
<b>Posted:</b> June 21, 2017
<b>Wage:</b> \$15.11-\$15.72 DOE



Helping people live  
their greatest lives

*Are you looking for an opportunity to make a difference in the lives of people who have disabilities? Are you interested in social justice and advocating for personal and civil rights alongside people whose voices have historically been ignored? Are you a creative and passionate person looking to work for a dynamic organization with practices that are leading change in our industry? If you said YES to any of these, you may be just the person we are looking for to step into this role! Full benefits package including 120 hours of paid time off in first year (increases annually) and 7 paid holidays.*

**Essential Responsibilities:**

- 1) Maintain caseload of up to 20 adults with developmental disabilities (all ages, all abilities). This Includes:
  - o Finding real, fair-wage paying, independent jobs for those not currently working or looking to further their careers by:
    - Utilizing the job seeker’s and your personal connections/social capital
    - Being trained on discovery-based approaches to conduct home visits, skills verification and informational interviews with small, unique businesses and organizations across the Twin Cities.
    - Utilizing other typical job seeking tactics
  - o Providing on-going support at people’s jobs
    - Once someone is working, the role becomes more of a consultant; teaching and instructing managers to manage their employee
    - Facilitate communication
    - Coordinate transportation for employee
  - o Updating and documenting progress to case managers, guardians, families
- 2) Attend team and internal meetings and trainings including CPR, First Aid and Medication Admin, discovery-based and other job development training as well as American Sign Language class
- 3) Write short essays and biographies for our blog ([www.everyoneemployed.com](http://www.everyoneemployed.com))
- 4) Communicate using email, phone and text to interdisciplinary team members consistently and honestly.
  - o Use Gmail and Google calendar on a daily basis, learn new 245D licensing standards, utilize various operating systems, online databases, and online time-keeping systems
- 5) Have a flexible schedule; nights and weekends may be required

**Credentials/Qualifications:**

- Support Community Involvement Program’s mission: As listeners, learners, and leaders, we will stand with and support people with disabilities in their communities as they pursue their personal dreams and goals.
- Support the integration of adults with disabilities in our community by finding and supporting employment for people with disabilities
- Demonstrate good written and oral communication skills as well as time management skills
- Be able to lift and provide physical assistance to program participants
- Must have a valid driver’s license, clean driving record, and a vehicle available to conduct agency business
- 4-year degree (preferably human services or related) or commensurate experience
- Positive attitude and a willingness to dedicate time and energy to our mission
- Must pass a Department of Human Services background study.

**Work Environment:**

The employee in this position typically works the majority of the time within the community. Candidates will be expected to work generally Monday – Friday, daytime hours, with some flexibility based on program needs. The person in this position will work 35-40 hours per week.

**How to Apply:**

Send resume and cover letter to: Andraya Reichel at [areichel@cipmn.org](mailto:areichel@cipmn.org) or fax to 612-353-4671