

Sycamore Services, Inc.
Employment Consultant

Job Summary

Develop employment opportunities and coordinate with employers the hiring, training and necessary on-going support required for individuals to maintain employment. Assist and support people with disabilities in gaining citizenship, becoming involved in the community and developing friends and support outside the human service system.

Essential Functions:

Planning

- Conduct analysis of interests, skills, and need for support in the process of career planning.
- Plan for support required to secure successful and lasting employment.

Employment Development

- Market supported employment services to employers.
- Assess appropriateness of opportunities for assigned individuals.
- Provide education and consultation to employers.
- Provide disability awareness training.

Facilitating

- Ensure efforts to implement the individual choices of each person assigned.
- Provide opportunity for inclusion through education, training, advocacy, social interactions, invitations to participate, behavioral supports and planned activities.

Assurance

- Responsible for the development, implementation, and monitoring of Individual Service Plans.
- Maintain open and appropriate communication with funding sources, other service providers, state/federal agencies, families, and significant others.
- Assess the satisfaction of all customers.

Position Requirements:

- 18 Years of age or older.
- Bachelor's degree in Rehabilitation, Special Education, Public Relations, or closely related discipline, five years experience in human services related to people with disabilities, or a combination of education and work experience equaling five years.
- Experience working with persons with disabilities in the community preferred.
- Demonstration of excellent verbal and written skills required.
- Ability to lift up to 35 pounds; upper body leverage strength required.
- Valid driver's license and dependable transportation.
- Ability to keep accurate documentation.