



2426 PARKWAY DRIVE
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POSITION AVAILABLE

JOB TITLE: **EMPLOYMENT SPECIALIST**

The Employment Specialist is responsible for supporting persons receiving services with the selection and placement into jobs that meet each individual's preferences, choices and abilities. The Employment Specialist will work with both employers and job seekers to assure an effective job match. Job development duties require planned and cold calls to local businesses to establish a database of prospective employers and identify employment opportunities, as well as frequent contact with participants seeking employment. Significant local travel is required. Duties also include group or individualized training for participants or providing intensive supports for participants as assigned. The Employment Specialist may work in multiple counties within the MMI service area. The Employment Specialist may also serve as the services coordinator and/or job coach for participants. This position reports to the Director of Community Employment.

MINIMUM QUALIFICATIONS: Bachelor's degree in a human service field or two years of relevant work experience in sales or job placement. Must possess a professional demeanor and the ability to interact positively with the business community, persons served and others. Excellent organizational and communication skills. Computer literate. Must possess a safe driving record and a valid driver's license and have reliable transportation.

PREFERRED QUALIFICATIONS: Employment Training Specialist. Training relevant to rehabilitation, i.e. Confrontation Avoidance Techniques, First Aid, CPR, and American Sign Language. Experience in outside sales, customer service positions or employment services. Knowledge of performance measurement systems.

MMI RESERVES THE RIGHT TO HIRE THE MOST QUALIFIED PERSON FOR THIS JOB. POTENTIAL CANDIDATES WILL BE EVALUATED ON MINIMUM AND PREFERRED QUALIFICATIONS AS WELL AS THE ABILITY TO PERFORM DUTIES OF THE POSITION. MMI IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER. AUXILIARY AIDS AND SERVICES ARE AVAILABLE UPON REQUEST TO PERSONS WITH DISABILITIES.