



2426 PARKWAY DRIVE
MT. PLEASANT, MI 48858
PHONE: (989) 773-6918
FAX: (989) 773-1317
E-mail: hr@mmionline.com

POSITION AVAILABLE

JOB TITLE: **YOUTH EMPLOYMENT SPECIALIST**

The key function of the Youth Employment Specialist is to teach pre-employment transition topics at local high schools and ISD programs using a curriculum for 9-12 grade students in a structured and nurturing environment. The key focus of the employment specialist is to provide life and employability skills to students with mental, physical, or emotional disabilities.

MINIMUM QUALIFICATIONS: Possession of a least a bachelor's degree with a major in education, psychology, social work or a related field. Previous experience in teaching or working with people with disabilities. Previous experience with community outreach and/or business relations. Must possess the ability to communicate effectively in writing and speech and be able to complete necessary reports. Travel is required for this position; therefore, eligible candidates must possess a valid driver's license, and have an acceptable driving record as well as a reliable vehicle.

PREFERRED QUALIFICATIONS: Familiarity with diverse cultures. Knowledge and application of work models such as customized employment, supported employment and competitive employment. Ability to coordinate interest related employment opportunities for students in their communities. Ability to instruct students and employers in the use of appropriate, low cost accommodations for student success on the job (this may include visual schedules, communication devices, etc.) Knowledge of community organizations and services available. Ability to obtain the cooperation of employers, educators and others, and the ability to work with professional and technical personnel in a particular area of employment. Ability to maintain favorable public relations.

NOTE: Internal candidates should note that past performance reviews will be used in the selection process. Employees who have received disciplinary action within the past year may be excluded from the interview process at the discretion of the Human Resource Department. Employees who do not meet MMI attendance requirements will not be interviewed.

AUXILIARY AIDS AND SERVICES ARE AVAILABLE UPON REQUEST TO PERSONS WITH DISABILITIES. 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.