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***POSITION AVAILABLE***

POSTED DATE: February 24, 2021  
POSTED END DATE: Open Until Filled

JOB TITLE: **YOUTH EMPLOYMENT SPECIALIST (FULL-TIME)**  
PROGRAM/LOCATION: Isabella/Gratiot Counties  
DATE AVAILABLE: Immediately  
REPORTS TO: David Gnegy, Youth Services Manager  
HOURS: 40 Hours per Week  
APPLY TO: Jori Coster, Director of HR

The key function of the Youth Employment Specialist is to work with 9-12 grade students to teach them life and employment skills necessary to eventually become competitively employed. The primary duties of this position include teaching employment and pre-employment skills in a classroom or community setting as well as providing on the job supports in the community.

**MINIMUM QUALIFICATIONS:** Possession of a bachelor's degree with a major in education, psychology, social work or a related field. An associate's degree and significant relevant experience may be considered in lieu of a bachelor's degree. Previous experience in teaching or working with people with varied abilities. Must possess the ability to effectively communicate verbally and in writing. Must possess excellent organizational and record keeping skills. The ability to be a liaison between various partners such as students, parents, employers, and school personnel. 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. Experience in outside sales. Previous experience with community outreach and/or business 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.