

# Youth Employment Specialist

MMI is committed to creating inclusive communities and meaningful connections through employment and training. We are seeking compassionate individuals to get involved in the community and help persons served achieve their goals.

## Responsibilities:

- Support persons receiving services with the selection and placement into jobs that meet each individual's preferences, choices and abilities.
- Work with both employers and job seekers to assure an effective job match.
- 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.
- High focus on customized employment for each individual.
- Significant local travel is required.
- Group or individualized training for participants or providing intensive supports for participants as assigned.
- Work in multiple counties within the MMI service area.
- Serve as the services coordinator and/or job coach for participant.

## 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.
- Must possess a safe driving record and a valid driver's license and have reliable transportation.
- 6 months experience in volunteer, personal, or work interaction with people with disabilities or mental illness (preferred but not required)

## Job Details:

- Hours: The schedule varies depending on the needs of the person served. We ask that our employees have availability in the evenings and/or weekends to help improve the availability of services to our persons served.
- Location: We currently provide Youth Employment Services in Clare, Isabella, Montcalm, Ionia, Gratiot, Osceola and Mecosta Counties.
- Benefits: After introductory period, regular fulltime employees with a minimum of 30 hours a week are eligible for benefits.

## Example:

- Employee A works as a Youth Employment Specialist providing employment training and networking opportunities for students seeking employment in the community. In this

position, they coach students on employment-related skills in a classroom-based work setting.

*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.*