

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:

- Bachelor's degree in a human service field. An associate's degree and significant relevant experience may be considered in lieu of a bachelor's degree.
- Must possess a professional demeanor and the ability to interact positively with the business community, persons served and others.
- Excellent organizational and communication skills.
- Strong computer skills.
- 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 Employment Placement 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 an employment specialist providing employment placement services. While providing this service, they work with persons served to develop a plan for placement with the persons served interests and abilities considered. The employee

works to create a network with local community employers and develop working relationship for job placements.

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.