



EVERY STUDENT HAS PURPOSE, GIFTS AND GOD-GIVEN TALENTS!

Job Duties and Responsibilities-Employment Specialist

- Maintain knowledge of clients, their employment goals, job sites, and support needs
- Assist clients to further their career growth and skills
- Assist clients in learning job tasks, adapting to the workplace environment, and establishing normalized work routines
- Participate in intakes, assessments, and Person-Centered Plans
- Document data and notes to adequately show individual's progress toward goals on employment/ service plan
- Attend and actively participate in scheduled staff meetings
- Travel throughout the Memphis area and provide transportation to clients as needed
- Ability to use assigned technology as directed in the community
- Perform outreach to attract new clients and community partners
- Complete new-hire training, annual training, and attend other workshops as assigned
- Perform CPR/FA as needed
- Occasionally lift and/or move up to 50 pounds
- Required to safely drive within assigned area in various driving conditions
- Conduct mock interviews
- Revise resumes to help the candidate find a job
- Great communication skills
- Top notch organizational skills