DATE: June 24th, 2020

POSITION: Employment Training Specialist (ETS)

POSITION SUMMARY: Instruct and coach persons served in Supported Employment and Skills Training Program positions with outside employers and/or businesses. Act as a liaison between persons served and employer and/or internship site providing feedback to support persons served continued success. Assure quality services are provided in compliance with all accreditation and organizational standards. Assist in the development and ensure the implementation of the Life Plan/CCSP and the required documentation for persons served.

ESSENTIAL JOB FUNCTIONS:
• Instruct, supervise, support and assist persons served in competitive employment and training programs in the community, in accordance with the Life Plan.
• Serve as a resource to persons served and employers and/or internship sites to help persons served succeed in integration into the work environment.
• Provides bus service training to persons served, arrange transportation as needed for persons served to and from job sites.
• Complete documentation for persons served that is complete, accurate, and represents individual goal obtainment.
• Ensure a safe and productive environment by providing supervision of persons served and instruction of persons served on safety procedures of their workplace.

QUALIFICATIONS: Bachelor’s degree in Education, Social or Human Services with two (2) years related successful work experience. Exceptions must receive prior approval from the Executive Director.
• Complete 9.5 hours of approved training within 6 months & annually thereafter.
• Must meet agency policy on transportation, background checks and provide on-going proof of personal vehicle insurance.
• Meet agency Medication Manager Certification as assigned.
• Possess ability to work on a daily basis utilizing standard office and shop equipment.
• Proven proficient ability to implement agency rules and procedures, use verbal, presentation, and written communication skills, human relation skills, team working skills, and organizational skills.
• Position will contain Medium physical work consisting of occasional 2-hand lifting from floor to waist of up to fifty (50) pounds and occasional 2-hand push/pull of up to sixty (60) pounds of force. This position consists of frequent standing, walking and reaching. The position requires frequent forward bending or crouching or stooping. The employee will need to occasionally climb stairs without the use of railings and occasionally sit.

HIRING RANGE: $13.70 - $14.90 per hour
DEADLINE: July 2nd, 2020 or Until Filled
Submit Internal Transfer Request, Current Resume and Cover letter to:
Robin Stewart
Human Resources
Link Associates
1452 29th Street
West Des Moines, Iowa 50266

Link Associates is an Equal Opportunity Employer