



## **Employment Specialist \* Access: Supports for Living Monticello, NY**

**Overview:** Access: Supports for Living is seeking a Employment Specialist in Monticello, NY.

The Employment Specialist job duties include:

Conduct job search and development activities to assist clients in obtaining employment

Create or revise resumes that highlight clients experience, skills and interests

Conduct mock interviews

Actively assist clients in overcoming barriers to employment

Provide individualized follow along supports to assist clients in maintaining employment

Provide benefits counseling, provide education to family members and employers

Negotiate job accommodations when needed and work collaboratively with team members to achieve employment outcomes

Perform other duties as assigned

**Qualifications:**

Bachelor's degree in Human Services or related field, or Associates degree in Human Services with 2 years' experience

Training and experience working with persons in disadvantaged groups, including individuals with serious mental illness preferred.

Ability to match candidates with job openings

Ability to work as an effective team player and the ability to achieve employment outcomes

Excellent interpersonal and engagement skills

Strong organizational skills

Bilingual English and Spanish speaking a plus

**Requirements:**

Clean and insurable valid NY State Driver License

Reliable Vehicle

Associates Degree with one-year experience or Bachelor's Degree

ALL POSITIONS ARE SUBJECT TO A CRIMINAL BACKGROUND, FINGERPRINTING AND MOTOR VEHICLE REPORT CHECK.

**Shift, Salary, and Benefits:** This is a Full-Time position, Monday - Friday, 8:30 am - 5 PM, \$20.00 per hour, Benefits include: Health Insurance, Dental Insurance, Paid Vacation, Paid Sick Leave, Holidays, and 401K/Retirement.

**To apply** go to <https://accesscareers.ttcportals.com/jobs/15396114-employment-specialist>