Supported Employment Specialist

The Arc of Southeast Iowa is a not-for-profit organization providing services and programs for children and adults with intellectual, developmental and physical disabilities in their homes, out in the community and at their jobsite. The Arc of Southeast Iowa is committed to being a leader in offering information, services and advocacy to individuals with disabilities and to promote informed choices.

Position Description: Supported Employment Specialists provide employment services to individuals with disabilities including planning, development and completion of job shadows, career readiness assessments, job skills training, job coaching and identification of natural supports.

Duties Include: Work as part of a team to identify employment goals and outline them in an individualized service plan, provide computer based documentation of all services provided, maintain awareness of reasonable accommodations and assistive technology that enhances the skill development of clients. Develop and maintain contacts with community employers. Remain professional and courteous when interacting with clients and families, office staff and the public. Must maintain confidentiality and adhere to The Arc’s policies and procedures.

Qualifications: Bachelor’s degree preferable in human services, sociology, psychology, education, human resources, marketing, sales or business. Must have excellent verbal and written communication skills, time management skills, ability to multitask, ability to work independently and ability to interact with a diverse population. Experience working with individuals with disabilities is preferred. Knowledge of community resources; Medicaid and state regulations are preferred. Benefits package provided. Must pass thorough background check; reliable transportation and safe driving history required.

Send cover letter, resume, and three references to:

evelyncharles@arcsei.org
or mail to 2620 Muscatine Ave, Iowa City