



## **worklinx**

### **Job Description**

**Title: Employment Specialist**

**Reports to: Program Director**

**Summary:** To assist job seekers with disabilities to overcome barriers to employment and become successfully employed

### **Essential Functions:**

1. Establish long-term relationships with Bay Area employers and business leaders.
2. Facilitate individualized and person-centered job search planning for jobseekers.
3. Assist job seekers to explore and evaluate vocational skills and employment options.
4. Assist job seeker to learn and perform job search strategies and tasks (i.e. resume writing, networking and interviewing skills).
5. When needed, assist job seeker to identify and address barriers to employment
6. Assist job seekers to obtain training/experience needed to achieve employment goals (i.e. work-based learning opportunities).
7. Make employer contacts for the purposes of developing job opportunities on behalf of job seekers.
8. Facilitate workplace accommodations, training, support and integration for job seekers at the workplace.
9. Establish, maintain, and promote excellent working relationships between newly hired jobseekers and their employers.
10. Monitor job search efforts and prepare reports detailing activities, progress and service needs.
11. Work cooperatively with others involved in employment process (i.e. families, case managers, DOR).

### **Qualifications and Job Requirements:**

1. Strong communications skills, verbal and written
2. Exceptional organizational skills
3. Knowledge of local labor market and strong research skills
4. Ability to represent job seekers and program services in a professional manner
5. Ability to travel in the community and teach others to use public transportation
6. Familiar with disability-related issues, services/resources, accommodations and assistive technology
7. Strong teaching and assessment skills
8. Proficient computer skills (MS Office, especially ACCESS, Internet)

### **Education and/or Work Experience:**

Bachelors Degree in Organizational Development, Rehabilitation, Special Education or related field  
4 years of work experience in a related area (i.e. assisting people to find employment, recruitment/staffing or human resources, sales/ marketing, vocational counseling).

### **Physical Requirements:**

This position regularly requires that a person is able to:

1. Efficiently move around the city
2. Talk or communicate with others in an effective manner
3. Physically assist people to perform various tasks (i.e. getting materials from a backpack, guiding a person who is blind or type a resume)
4. Listen/understand verbal information, conversations or instructions
5. Use computers and read written material

If a person is unable to perform the essential functions of the position, reasonable accommodations will be made. TransCen, Inc. is an equal opportunity employer. Discrimination because of race, religion, national origin, sex, sexual orientation of disability is strictly prohibited.

## **Job Coach/Employment Specialist Needed**

WorkLink, a San Francisco-based employment service for individuals with disabilities, seeks a job coach/employment specialist for our Project SEARCH program, a training and employment program for young adults with intellectual disabilities, hosted by a local hospital. The position requires working closely with interns, as well as senior leadership, department managers and mentors from the hospital. Responsibilities include: direct instruction of interns, teaching employment and job search skills, assessing skills and interests, writing evaluations, career counseling, developing job search plans, outreaching to employers and negotiating job opportunities. The position requires exceptional “people skills”, a solid understanding of the local labor market, and at least two years of experience supporting people with disabilities in jobs or community settings. Teaching skills and a background in sales/marketing, human resources, or employment services (training and job development) is desired. Strong research skills and knowledge of job search strategies and business needs are essential. The position requires exceptional communication skills, both written and verbal. Knowledge of disability-related issues and the social service system is a plus. We are looking for a professional with a good sense of humor, who is a creative thinker and a strong networker. To apply, send a cover letter and resume: e-mail: [s\\_murphy@sbcglobal.net](mailto:s_murphy@sbcglobal.net) or Worklink, 785 Market St. #670, SF, CA 94103, attn: Sara Murphy



**worklinx**

**Job Description**

**Title: Community Instructor/Job Coach**

**Reports to: Program Manager**

**Summary:** A direct services position that assists program participants to become active, productive members of their communities.

**Essential Functions:**

1. Assist program participants to access community services and resources, teaching them to be as independent as possible.
2. Work collaboratively with Bay Area employers, community organizations and service professionals.
3. Facilitate/write individualized, person-centered plans that focus on personal objectives and employment.
4. Assist job seekers to explore educational, social, recreational resources and employment opportunities.
5. Assist program participants to learn new skills/tasks (riding the bus, swimming, working, cooking,...)
6. Assist job seekers to obtain training or work-based learning opportunities.
7. Facilitate in providing accommodations, training, support and integration for program participants in the community and at work.
8. Establish, maintain, and promote excellent working relationships among participants, community sites and employers.
9. Monitor progress and prepare reports detailing activities, progress and future service needs.
10. Work cooperatively with others involved in person's life (i.e. families, case managers, DOR).

**Qualifications and Job Requirements:**

1. Strong communications skills, verbal and written
2. Exceptional teaching and organizational skills
3. Knowledge of city's resources and strong research skills
4. Ability to represent program participants and program services in a professional manner
5. Ability to travel extensively in the community and to teach others to use public transportation
6. Familiar with disability-related issues, services/resources, accommodations and assistive technology
7. Proficient computer skills

**Education and/or Work Experience:**

Bachelors in Business, Rehabilitation, Special Education or a related field

or

Two years of work experience assisting people with disabilities in the community or in a relevant field (i.e. in a vocational program or teaching in a classroom situation).

**Physical Requirements:**

This position regularly requires that a person is able to:

1. Efficiently move around the city and can assist others to do so as well
2. Talk or communicate with others in an effective manner
3. Problem solve and react quickly in an emergency situation
4. Physically assist people to perform various tasks (i.e. getting materials from a backpack, guiding a person who is blind or type a resume)
5. Listen/understand verbal information, conversations or instructions
6. See computer screens and read written material

If a person is unable to perform the essential functions of the position, reasonable accommodations will be made. TransCen, Inc. is an equal opportunity employer. Discrimination because of race, religion, national origin, sex, sexual orientation or disability is strictly prohibited.

## **Community Instructor position**

WorkLink, a program that provides employment and community services for people with intellectual/developmental disabilities is seeking a community instructor.

The goal of the program is to help individuals with intellectual and developmental disabilities become active, productive members of the community. Our community instructors work closely with program participants in work and community settings.

Responsibilities include:

- assess instructional needs and provide support at volunteer work sites and in community settings,
- explore interests and develop employability skills,
- teach employment and job search skills,
- write support plans and evaluate progress.

Our goal is to help people to make friends and lead active, engaged lives. The position requires exceptional "people skills," creativity, initiative and a solid understanding of Bay Area resources and employment opportunities. We are looking for someone with at least two years of experience supporting people with disabilities at work or community settings. The position requires a person to be resourceful, organized and observant. Exceptional communication skills are needed (written and verbal). Knowledge of disability-related issues and the disability service system is a plus. To apply, please reply with cover letter and resume.