



## MRC Industries Job Posting

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**POSTING DATE:** July 3, 2015

**POSITION:** Employment Training Specialist

**JOB ORDER:** 068

**HOURS:** Full-time/40 hours per week

**REPORTS TO:** Director of Community Employment

**POSITIONS SUPERVISED:** None

**STATUS:** Non-exempt

### Summary of Responsibilities:

Develops opportunities in the community to assist and enable individuals with developmental disabilities and mental illness to obtain and maintain long-term, competitive employment. Works with employers to examine job needs and work environments to determine need for workplace modifications and coaching/support needed to teach job to the individual. Engages in community outreach and networking opportunities, building and nurturing business relationships in order to develop job opportunities for the individuals we serve.

### Essential Duties and Responsibilities:

1. Establishes and maintains effective community employment contacts, working closely with local employers to develop and identify job opportunities.
2. Identifies the specific needs of employers and how MRC can meet those needs.
3. Assists persons in obtaining appropriate competitive employment, ensuring job match consistent with individual goals.
4. Establishes and nurtures business relationships through participating and/or maintaining membership in community organizations such as Chamber of Commerce, business organizations, and service organizations and attending community events such as career fairs.
5. Obtains funding for individuals in job development (i.e. MRS, CMH).
6. Assists individuals in obtaining information on how their employment income will impact benefits (i.e. SSI, SSDI) and monitors income and its relationship to benefits.
7. Assists individuals to be knowledgeable about job duties, benefits, rates of pay, employment policies and practices, and job location prior to acceptance.
8. Maintains an organized system of recording job openings, including the names of employers, persons referred, and actions taken.
9. Completes safety analysis of employment sites to assure a safe environment.
10. Provides feedback of information with other personnel regarding community employment opportunities and labor market trends.
11. Coordinates with community employment staff to arrange appropriate placements, transportation and coaching for new employment sites.
12. Provides on-going follow-up and support services to the individual to assist them in adjusting to and maintaining their employment. Assists individuals in accessing other community resources as necessary.
13. Assists employers to identify and eliminate barriers to employment for the individuals employed.
14. Maintains contact with service team members (case managers, parents, guardians, etc).
15. Trains individuals new to community employment.
16. Serves as back-up Job Coach when needed.
17. Assures rights the rights of individuals served are protected in accordance with the Michigan Mental Health Code and agency policy.

**Non-Essential Duties and Responsibilities:**

1. Maintains contact with employers to provide follow-up support and ensure satisfaction with services.
2. Performs other duties as assigned.

**Knowledge, Skills and Abilities**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Minimum two years of sales, marketing, job placement or job development experience required.
2. Prior experience working with individuals with developmental disabilities and/or mental illness preferred.
3. High School Diploma or equivalent plus minimum two years college.
4. Must become certified as an Employment Training Specialist (ETS) within six months of hire.
5. Professional, creative and dynamic individual with excellent networking skills and the ability to communicate with people at all levels.
6. Excellent written and verbal skills at technical and professional levels.
7. Excellent organizational and time management skills and ability to prioritize multiple tasks.
8. Must be detail oriented with the ability to prioritize multiple tasks.
9. Ability to exercise independent and sound judgment.
10. Proficient in computer and keyboarding skills including Microsoft Word, Excel and PowerPoint.
11. Work well in a team as well as independently.
12. Will be required to use personal transportation in work capacity and occasionally transport consumers.
13. Must have ability to obtain chauffeur's license.
14. Must be able to accommodate schedule flexibility to meet consumer needs including occasional evenings and weekends.
15. Must have a valid Michigan driver's license, excellent driving record, and availability of licensed, insured vehicle for use on the job.
16. A criminal records check, recipient rights screen, and drug screen are required for this position.

**Working Conditions**

1. Office environment with noise from computers, copiers, telephones and staff and client interactions.
2. Local travel throughout the community to meet with prospective and current employers, attend networking events, training and other local travel as required by position. Occasional overnight travel.
3. Working hours occasionally involve evening and weekend hours.
4. Work may involve being outside in all weather conditions, exposure to dust, dirt, grass, pollen and industrial conditions.

**Physical Requirements**

1. Must be able to stand, walk, reach, bend, and handle objects, tools or controls.
2. Must occasionally lift and/or move up to 30 lbs.
3. Must be able to operate a computer keyboard

**PAY RANGE:** \$12.00 - \$17.40 per hour

**TO APPLY:** Submit applications and resumes online at [www.mrcindustries.org](http://www.mrcindustries.org).

**DEADLINE:** Friday, July 24, 2015, 5:00 P.M.