Community Options Enterprises, Inc.

Title: Employment Specialist

Location: Union and Essex Counties

Job Type: Full-Time (Entry Level)

Compensation Type: Salary  
Wage: $26,000 - $30,000

Start Date: ASAP

Primary Responsibilities:

- Provides the necessary assistance for the individual to be placed in competitive employment and maintain employment.
- Teaches the employee independent job skills and requirements utilizing job task analysis and job specific supports, including assistive technology and personal assistance.
- Assists individuals in reinforcing essential skills, or teaching new skills appropriate to developing a resume, conducting a successful job interview, and completing a job application.
- Works side by side with newly placed individual at the job site, analyzing the job and breaking it into manageable components.
- Completes any unfinished work of the employee during the initial training.
- Identifies and solves problems before they become a crisis for the individual, employer or co-workers.
- Builds a support network between the individuals and community members.
- Communicates employee’s progress to the employer and support people, including family, residential staff and other professionals.
- Accurately completes all in-house documentation.

Qualifications:

- Bachelor’s Degree in a related field
- Valid driver’s license and personal vehicle
- Satisfactory criminal background

Application Instructions: Email resume to: donna.orr@comop.org

Online application: https://recruiting.ultipro.com/COM1060COMOI/JobBoard/5cbca35a-adf1-993f-4fc9-41ad8639e2cb/OpportunityDetail?opportunityId=2d818142-aa35-40ae-8e72-74cdf7ffc428

About the Organization: Community Options believes in the dignity of every person, and in the freedom of all people to experience the highest degree of self-determination. Embracing this philosophy, Community Options provides housing, support services and advocacy assistance to help empower people with disabilities.

Disclaimer Information: Community Options is a nonprofit agency, primarily funded through state and federal programs.