

Job Title	Employment Specialist
Employer/ Agency	Jewish Family Service
Job Description	<p>Provides specialized individual vocational counseling and job coaching to clients to find and maintain employment within supportive and competitive employment.</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> • Assist clients with pre-vocational needs: resume writing, interviewing and networking skills; post vocational needs: new hire orientation, accommodations, transportation and work adjustment. • Provides advice on vocational goals, government benefits and education resources. • Assess the vocational, social communication and independent skills of clients • Assess job tasks and skills of jobs and initiate conversation with employers. • Identify job site and job duties accommodations and/or modifications. • Provides on-going vocational support to client while employed including advice on accommodations, “in-between” work skills, and change in management. • Provides advice to parents, therapists, teachers and supportive personal. • Develops and maintains relationships with employers and community resources particularly those in the disability community.
Qualifications	<ul style="list-style-type: none"> • Bachelor’s degree required (Master’s preferred) in counseling, social work, psychology, human relations, or human resources. • Minimum 3 years work experience in employment services including supported employment services, career counseling, human resources or mental health therapy services. • Current knowledge of general principles and methods of job search including resume writing, networking and interviewing skills. • Strong ability to advise clients about career opportunities while exhibiting sensitivity to clients’ physical and mental health.

	<ul style="list-style-type: none"> • Ability to obtain DARS certification: job coaching and job placement. • Strong written, verbal and computer skills. • Ability to teach and/or mentor adults. • Ability to drive to employers and make home visits to clients. • Ability to work some evenings and weekends.
Employer/Agency	Jewish Family Service
Address	4131 South Braeswood
City, State, Zip	Houston, TX 77025
Contact Person	Laura Alter
Contact Title	Employment Services Coordinator
Telephone Number	713-667-9336 ext. 207
Fax Number	713-667-3619
Email Address	lalter@jfhouston.org
Application Method	Send letter of interest with resume via e-mail or fax.
Opening Date	Immediate

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