

Registration Information

Order No.	3677247
Agency Name	The Arc of the Capital Area
Job Title	Career Development Specialist
Job Description (including hours and responsibilities)	Hours: M-F 8AM to 5PM Responsibilities/Duties: * Work in collaboration with the Supported Employment team to help implement job preparation, skill building, employment counseling, environmental supports and adaptive skills teaching that are necessary for an eligible consumer attempting to secure and retain employment * Establish vocational training program in coordination with Director and Adult Education team * Work with Program Director to implement annual neurodiversity work readiness programs, to include recruiting and screening candidates, leading classroom-based instruction, evaluating candidate skills, job coaching, and coordinating with business partners * Identify and cultivate development of employment opportunities for persons with disabilities * Provide face-to-face job development, searching and placement activities for persons with disabilities * Provide, as needed, one-on-one support in the work environment for clients to help gain independence and develop natural supports * Maintain proper documentation and records maintenance * Collaborate with Supported Employment team to ensure quality services provided to clients
Job Location	Austin, TX
Salary Range	17.50/hr to \$20/hr
Qualifications	*Must hold a relevant Bachelor's degree (Human Services, Business management, Leadership, and/or Education) OR one year of relevant work experience may be substituted for one year of required education *Three years' experience working with people with intellectual or developmental disabilities *One years' experience in job development, recruiting, or job training *Have demonstrated leadership skills to include strong decision making, staff development, critical thinking, communication and organizational skills *Ability to gain UNTWISE Supported Employment credential within 4 months of hire *Demonstrate a strong ability to communicate with clients, families, employees, and employers
Link to application web site (if applicable)	https://www.arcaustin.org/wp-content/uploads/2019/08/Career-Development-Specialist-080619.pdf
Application Contact Name	Chance Garner
Phone	512-476-7044 x 223
Email	cgarner@arcofthecapitalarea.org

Application will be
accepted until (closing
date):

Until Filled