

## Job Placement/Staffing Specialist

Perform job development, placement, and follow-up for clients. Assists with selection of students for SACT class.

Work with referral agencies to place clients with special needs into competitive employment. Work with clients to develop job skills, including job application completion, interviewing skills, hygiene and grooming, realistic job aspirations, appropriate work behavior, and resume writing. Document client progress through case notes and maintain client files with required documentation. Perform job development with employers. Interact with employers to facilitate successful employment.

### JOB REQUIREMENTS:

Bachelor's degree in areas of business, occupational education or human resources is required.

Minimum of three years experience in job placement or staffing. Experience dealing with problems related to placement of persons with severe disabilities in productive employment preferred. Requires numerous contacts with local employers and referring agencies. Familiarity with Americans with Disabilities Act regulations.

Interpersonal and problem solving skills. Intermediate word-processing skills to generate reports.