



## Full Job Description: Employment Consultant

As an Employment Consultant, your primary responsibility is supporting clients with their employment goals. You will do this by networking with local employers and other organizations on behalf of job seekers and employees. You will explain the benefits of diversity and inclusion and promote varying abilities in the workplace.

### PRIMARY RESPONSIBILITIES

- Promoting and developing permanent employment, temporary work experience, and job shadow opportunities.
- Helping employers meet their hiring and retention needs by performing informational interviews, as well as creating or customizing jobs, including performing job and task analysis.
- Educating and assisting your clients with resume writing, job searching, and interviewing techniques.
- Assisting the client and his/her supports concerning the reality of work and realistic work options.
- Serving as the liaison with parents/guardians, home environment, and/or support teams.
- Providing written documentation in compliance with the State of Wisconsin Department of Vocational Rehabilitations (DVR) Technical Specifications and other contracted funding sources.
- Performing Job Coaching responsibilities.
- Conduct job development by matching participants' personal preferences, education, training, experience, and work place limitations with work opportunities in the community.
- Provide job coaching services.
- Maintain regular communication with DVR Counselors, other funding agencies, employers, participants, guardians, and other supports.

### EDUCATION REQUIREMENTS

Associate's Degree or Bachelor's degree in a related field, such as one that promotes the physical, psychosocial, or vocational well-being of individuals with disabilities, and one-year work experience providing vocational rehabilitation (VR) related service to individuals with disabilities or similar -OR- an equivalent combination of education and/or experience.

### QUALIFICATIONS

- Willingness to build relationships and maintain these relationships
- Well-developed verbal and written communication skills
- Basic knowledge and understanding of barriers that affect people with disabilities
- Flexibility in scheduling. Your hours are mainly Monday-Friday, 8:00 a.m. – 5:00 p.m., but there will be occasional nights and weekends required, based on client and employer needs. Third shift is also a possibility if job coaching is needed during those hours. Ability to set your own schedule based on client's and employer's need
- Ability to operate computer equipment with proficiency in MS Office products
- Analytical skills to find solutions to difficult situations
- Knowledge of local businesses, employment, and economic development trends
- Experience working with people with disabilities or diverse backgrounds
- Experience working in sales
- Ability to manage and utilize time effectively, while ensuring accuracy and attention to detail.



## **ENVIRONMENTAL / WORKING CONDITIONS**

Remote work with occasional work at employment sites including, but not limited to manufacturing, food service, medical, office, and hospitality. Must be able to attend professional networking events during typical office hours and occasional after-hours events, mainly in the Green Bay Metro area.

## **MISCELLANEOUS**

Care Givers Background check required.

Job Types: Full-time, Part-time

Pay: \$15-20 per hour with ability to earn performance/incentive pay