

Employment Specialist

Description

ORGANIZATION OVERVIEW: At Catholic Charities of the Archdiocese of Washington, your knowledge and service in areas such as immigrants and refugees, mental health, social work, employment and adult education, legal and financial services, health care, food assistance, shelter and housing, developmental disabilities and prison outreach can make a profound difference in the lives of many. Through more than 50 programs across the district and five surrounding counties, Catholic Charities is opening doors to help and hope. At CCADW, we continue to build an inclusive culture that celebrates a diverse workforce. We offer so much more than just a job. We offer careers. We take pride in our “promote from within” culture. We offer professional development, a comprehensive benefits package, a hybrid work model with both remote and in-office work, and a passion for building and motivating world class, high performing teams. Explore your career opportunity with Catholic Charities. Join us in Inspiring Hope and Building Futures.

Catholic Charities of the Archdiocese of Washington values the safety of our employees, our clients, and our visitors. In support of these values, if you are selected for this job, you must be fully vaccinated against COVID-19, except when vaccination is not medically advised or violates your sincerely held religious beliefs. If you are invited to join our team, you must submit proof that you are up to date with your COVID vaccinations, including the booster dose or you must request an exemption from your representative. New employees must either provide proof of vaccination or be granted a medical or religious exemption before working with Catholic Charities of the Archdiocese of Washington.

JOB SUMMARY: This is a skilled direct care position focused on assisting adults with disabilities to achieve their vocational outcomes while always respecting their personal rights and choices. Examples of work performed include, but are not limited to: providing customized employment through community-based training related supports. Identify and develop long-term job training, internships, and volunteer opportunities; provide supportive case management services; work closely with families & providers of clients. Other related duties may be assigned.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Provide job development, placement and coaching services to individuals with disabilities in a community-based employment program.
- The individual will act as a case manager and advocate for assigned consumers, may assess vocational skills, behaviors and needs, establish individualized specific work environments.
- Maintain all appropriate documentation on consumers program participation, job development, placement, and follow-up activities, in addition to the completion of monthly progress reports.
- Conduct on-site assessments to identify accommodations.
- Responsible for coordinating transportation arrangements for consumers, which may include transporting consumers in your personal vehicle (Mileage reimbursement for the use of personal vehicle).

EDUCATION and EXPERIENCE REQUIRED:

- Minimum AA Degree; Bachelor's preferred but will consider years of experience equivalent.
- At least 2 years work experience supporting people with disabilities.
- Preferred prior job development experience; some teaching of work/life skills.

SKILLS and COMPETENCIES:

- Ability to read and comprehend instructions, correspondence, and memos.
 - Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations to the people we serve, other employees of the organization, family and community members, and other professionals, as appropriate.
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Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)