



Workforce Development Specialist

Employee Type: Non-Exempt Full-Time 35-40 Hours Weekly

Pay Range: \$24.04/hr

Additional Compensation: May include overtime, premium pay, and bonuses

Competitive employment takes place in an integrated community setting and is the preferred outcome for working-age adults with developmental disabilities. The Arc Baltimore's Workforce Development Specialist (WDS) utilizes a holistic, person-centered, and employment-first approach to help the job seeker identify their skills, strengths, preferences, and any barriers to employment. Through comprehensive job development, the WDS should be able to help the job seeker secure competitive employment by answering the following questions:

- What skills and interests can you discover by seeing the individual perform everyday activities at home and in the community?
- What are the ideal conditions of employment?
- What are the important support considerations?
- What environment fits best and who else can help?

Our Mission

The Arc Baltimore supports people with developmental disabilities to lead fulfilling lives with a sense of belonging, purpose, and meaningful relationships.

Who We Are

Since 1949, The Arc Baltimore has been an indispensable resource, providing employment training and support, day and residential services, family support and education, treatment foster care, assistive technology services, respite care, public policy advocacy, and information and referrals.

The Arc Baltimore's full and part-time employees provide services at people's homes, places of employment, day centers, and neighborhoods.

What We Offer

A generous benefits package including:

- 8 Holidays, 15 Vacation days, 9 Sick and Safe Leave days
- Single and family medical, dental, and vision coverage
- Health and Dependent Care Flexible Spending Accounts (FSAs)
- Voluntary Accident and Hospital Indemnity insurance
- Short-Term Disability (STD) and Long-Term Disability (LTD)
- Life insurance (Employee, Spouse, Children)
- 403(b) plan with employer match available after 1 year
- Employee Assistance Program (EAP) and Health and Wellness package



- Legal Assistance and Pet plans
- Tuition Reimbursement
- Employee Discount Program

Job Responsibilities

- Target and identify types of businesses to contact based on the needs and interests of job seekers.
- Maintain updated information on new area businesses, types of jobs available, and locations of job sites within the community.
- Conduct informational interviews with new employers.
- Timely and accurate data entry and reporting
- Develop and deliver presentations to individuals and/or parent groups, advocacy groups, local civic organizations, service providers and employers. Attend a minimum of two networking events per month.
- Serve as a consultant to businesses on disability issues.
- Utilize social media/electronic media, as well as traditional job search resources to pursue new partnerships. Assist in completing job applications, arranging job interviews, working interviews and job sampling.
- Coordinate and facilitate discovery meetings. Define the job seekers ideal conditions for employment, learning style, and support needs.
- Complete a vocational profile that provides a descriptive picture of the job seeker. Coordinate employment focused activities in the community. Ex. Informational interviews, job shadowing.
- Identify and recommend job carving and job restructuring options.
- Develop customized employment proposals based on business and job seeker preferences (i.e. potential task list, cost savings analysis, tailored resume/portfolio), and negotiate accommodations and job details such as hours, tasks, wages, work area, breaks, orientation, training and supports.
- Ensure that all milestones are met and properly documented according to the guidelines set by DDA.
- Communicate periodically with employers to help ensure employer satisfaction and review partnership for additional employment opportunities.
- Represent The Arc Baltimore in a professional manner to all employers, individuals supported by The Arc Baltimore and their families, care providers, funding agencies, referral sources and the community always.
- Complete all agency required trainings.
- Perform other duties as assigned by supervisor.

Qualifications

Required:

- Must be at least 20 years of age.



- High school diploma or G.E.D required.
- Must also have a valid driver's license (not provisional) and meet the agency's driving requirements.
- Must have reliable transportation and be able to transport people supported in personal vehicle is required.
- Must demonstrate excellent professional written and oral communication skills within a business setting. Effective resume writing is a must.
- Ability to multi-task, possess outstanding organizational and time management skills, and work independently to carry out responsibilities with minimal direct supervision.
- Intermediate knowledge of Microsoft Office products and advanced usage of internet search engines

Preferred:

- 3 years of experience working with people with developmental disabilities preferred.
- five years' experience in human services or sales/business field. Associate's degree with three years' experience in human services or sales/business field is preferred.
- Experience working with people with challenges to employment within a placement agency a plus.
- Sales, marketing and/or human resources experience preferred.
- The ability to research and analyze current labor trends is a plus.

Knowledge, Skills and Abilities

- Excellent oral and written communication skills required.
- Intermediate computer skills required.
- Outstanding organizational and time management skills necessary.
- Must work effectively within a team environment.

Working Conditions

- Flexible work hours are required.
- Some evenings, weekends and holidays.
- Valid driver's license and clean driving record.
- Must be available by use of a personal cell phone, cell phone stipend

The Arc Baltimore provides Equal Employment Opportunities (EEO) and is committed to a workplace free of discrimination and harassment based on race, color, religion, age, gender, sex, pregnancy, national origin, disability, height, weight, gender identity, marital status, military status, sexual orientation, veteran status, genetic information, or any other characteristic protected by law. We welcome everyone interested in our mission to join us. If you require



accommodation during the application process, please contact us and we will make every effort to meet your needs.