

## **Employment Consultant**

### **Creative Employment Opportunities – Milwaukee, WI**

**Are you looking for a job where you can earn a paycheck and make a difference in your community? Then we are looking for you!**

TransCen, Inc., a leading organization in Career and Workforce Development for youth and adults with disabilities, is currently seeking an Employment Consultant to join our team in our Wisconsin office, Creative Employment Opportunities (CEO). Our service area covers Milwaukee and Waukesha Counties.

#### **Position Summary:**

This Employment Consultant/Job Developer position will focus on employer engagement and is responsible for working with local businesses to identify employment opportunities for youth and adults with disabilities. The team member will negotiate paid positions and/or develop and coordinate internships within local businesses based on the interests of the job seeker. They may also be responsible for providing skill instruction and job support. Some evening and weekend work may be required.

#### **Essential Functions/Responsibilities:**

- Manage an active caseload of approximately 8-10 job seekers
- Conduct Positive Personal Profile and develop/implement individualized employment plans with job seekers
- Facilitate workplace tours, job shadows, internships, and employment for job seekers
- Outreach with the local business community, including individual meetings and presentations to employer groups
- Maintain relationships with employers currently working with TransCen/CEO
- Utilize customized employment strategies to assist job seekers in obtaining employment using “out
- Utilize customized employment strategies to assist job seekers in obtaining employment using “out of the box” strategies (e.g., not just going through the newspaper or Internet)
- Coordinate transition between employer, job seeker and CEO team member for internships and placements (e.g., employer agreements, client needs for support)
- Document client progress on a daily/weekly basis
- Communicate with job seeker, funding source and team regarding employment progress

### **Skills/Knowledge/Qualifications:**

- Mission driven
- Strong communication and interpersonal skills
- Strong organizational and problem solving skills
- Ability to prioritize and juggle concurrent demands
- Ability to work with diverse individuals
- Ability to network with multiple stakeholders including funders
- Ability to work as a team and collaborate with others
- Ability to work occasional evenings and weekends
- Proficiency in Microsoft Word, PowerPoint, Excel
- Knowledge of Google Suite – Gmail, Google Drive, Docs, Sheets, Meet
- Must have a valid driver's license and insured vehicle
- Must be able to pass a background check
- Bilingual in Spanish a plus

### **Type of Position:**

Full-time and part-time positions available

**To apply, please send a cover letter and your resume to:**

**Sharon Steinmetz at [ssteinmetz@transcen.org](mailto:ssteinmetz@transcen.org)**