



12300 Twinbrook Parkway, Suite 350 • Rockville, MD 20852 • tel 301.424.2002 • tty 301.217.0124 • www.transcen.org

## Employment Consultant

Rockville, MD

TransCen, Inc. is a 501(c)(3) organization that is dedicated to improving education and employment success of youth and young adults with disabilities. We are a small, but impactful organization consisting of go-getters and innovators who are determined to make a positive change!

**We are looking for a mission driven team member to fill the position of Employment Consultant in our Rockville, MD office. The role of Employment Consultant is to develop relationships with business community and match the needs of employers with the talents of job seekers with disabilities to secure work-based learning experiences (WBLE) and employment opportunities for youth and young adults with disabilities. In addition, the role includes establishing, developing, and maintaining relationships with various funding sources to ensure continuous client referrals while creating opportunities to expand services.**

The Employment Consultant will spend the majority of time in the community making connections while working out of our Rockville, MD (by the Twinbrook Metro) office. You will work collaboratively with the Rockville, MD team along with our Milwaukee, WI and San Francisco, CA teams.

### Reports to

President

### Weekly Hours Worked

40 hours a week

### Requirements

Primary

- Manage an active caseload of approximately 18-20 youth and young adults seeking WBLE and employment
- Work with job seekers to assess skills and interests, write evaluations, provide career counseling, develop job search plans, outreach to employers and negotiate WBLEs or job opportunities
- Develop and maintain strong relationships with funders, clients, families, school systems, employers and other community stakeholders
- Facilitate workplace tours, job shadows, internships, and employment opportunities for clients

- Utilize customized employment strategies to assist job seekers in obtaining employment using “out of the box,” creative strategies
- Coordinate transition between employer and job seeker for WBLE and placements (e.g., employer agreements, client needs for support)
- Document client progress on a daily/weekly basis
- Attend networking events and meetings representing TransCen
- Understanding of the billing process

#### Other

- Excellent knowledge of Windows, MS Office, and Google Suite
- Strong verbal and written communication and interpersonal skills
- Ability to time manage, multitask and prioritize workload
- Excellent organizational skills and able to creatively problem solve
- Discretion and confidentiality
- Maintain polite and professional communication via phone, e-mail, and mail
- Valid driver’s license and insured vehicle
- Ability to pass a background check
- Occasional evening and weekend work
- Ability to work and collaborate with diverse individuals one-on-one and as a team
- Knowledge of disability-related issues and the Maryland and local county government systems

### Major BONUS Points If You Have...

- Bi-lingual in Spanish

### Education and Experience Requirements

- At least 5 years of experience as an Employment Consultant, Job Coach, Teacher, Paraprofessional or other position working with people with disabilities and working with businesses
- High school diploma or equivalent education required

### Perks in Working for Us!

- Medical, dental and vision benefits
- Retirement contribution
- Group life insurance
- Generous vacation and sick leave
- You can bring your dog to the office!

**To apply, please send a cover letter and your resume to [hr@transcen.org](mailto:hr@transcen.org).**

*TransCen is an equal opportunity employer. Women, minorities, people with disabilities and veterans are strongly encouraged to apply.*