



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

Employment Consultant

TransCen, Inc. – Rockville, MD

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. 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!

Position Summary:

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.

Type of Position:

Full-time and part-time positions available

Primary Essential Functions/Responsibilities:

- 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 Are...

- 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

Type of Position:

- Full-time

Perks in Working for Us!

- Medical, dental and vision benefits
- Retirement contribution
- Group life insurance
- Generous vacation and sick leave

Application Process and Other Details

COVID-19 Vaccination: We require staff and contractors to be vaccinated. We understand that there may be medical or religious reasons for why one cannot get the vaccine. In which case, we request staff and contractors to contact us as soon as possible to request an exemption. Documentation may be required.

To apply, please send a cover letter and your resume to hr@transcen.org

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