



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

Employment Consultant

WorkLink – San Francisco, CA

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/Job Developer in our San Francisco, CA office (WorkLink). The incumbent in this position will be responsible for overseeing our Project SEARCH program, a training and employment program for young adults with intellectual disabilities, hosted by a local hospital. The position requires working closely with interns, as well as senior leadership, department managers and mentors from the hospital.

Essential Functions/Responsibilities:

- Assist program participants to access community services and resources, teaching them to be as independent as possible.
- Direct instruction of interns, teaching employment and job search skills, assessing skills and interests, writing evaluations, career counseling, developing job search plans, outreaching to employers and negotiating job opportunities.

Skills/Knowledge/Qualifications:

- The position requires exceptional “people skills”, a solid understanding of the San Francisco labor market, and at least two years of experience supporting people with disabilities in jobs and/or community settings.
- Research skills and a knowledge of job search strategies are essential.
- The position requires exceptional communication skills, both written and verbal.
- Knowledge of disability-related issues and the California social service system is a plus. We are looking for a professional with a good sense of humor, who is a creative thinker and a strong networker

- A background in teaching, sales/marketing, business, recruitment or employment services is desired

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.