

## **Community Instructor**

### **WorkLink, San Francisco, CA**

**Looking for more than just a job? Want to make a difference in the lives of individuals with disabilities? Join our team!**

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 Community Instructor to work with individuals with disabilities in our **San Francisco, CA office, WorkLink.**

#### **About TransCen/WorkLink**

Our San Francisco based program provides employment and community participation for people with intellectual and developmental disabilities. Our goal is to develop and support active and meaningful lives leading to individuals being productive members of their communities. Services focus on exploring interests and building community independence, building meaningful lives, fostering connections and friendships, and making dreams come true! We are looking for networkers, community organizers, people with a good sense of humor and mission driven.

#### **Responsibilities and Accountabilities:**

- Teach community participation and employability skills in the community.
- Develop community partnerships based on interests of individuals.
- Building partnerships between individuals with disabilities with each other and community members
- Coordinate services with the individual and their support network.
- Assist individuals in developing their goals and monitor progress.
- Document progress through daily progress notes and updating service plans.

#### **Experience/Educational Requirements:**

- Associates or Bachelor's degree in relevant field (e.g., business, organizational development, community organizing, rehabilitation, education, psychology)
- Knowledge of Bay Area resources, strong networking skills
- Working knowledge of Windows, MS Office, Adobe PDF and Google Suite
- Working knowledge of client management software

#### **Additional Qualifications:**

- Ability to time manage, multitask, and prioritize workload.
- Exceptional interpersonal and communication skills (verbal and written)
- Discretion and confidentiality

- Ability to synthesize information and communicate in a succinct manner to multiple people, including family members and individuals with disabilities.
- Demonstrated ability to think critically, creatively problem solve, and use data analysis for sound decision making.
- Disciplined self-starter who can set and achieve goals.
- Ability to work independently and as an effective member of a team.
- Ability to take initiative.

#### **MAJOR bonus points if you have...**

- Experience working with individuals with disabilities (not required, we can teach this)
- Understanding of disability funding (not required but helpful)
- Familiarity with social media
- A passion for improving employment outcomes for people with disabilities.

#### **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**

**Limitations and Disclaimer:** The above job description describes the general nature and level of work to be performed; it is not meant to be an exhaustive list of all responsibilities, duties, and skills required for the position.

**Timeline:** Position will remain open until filled. Applications will be reviewed, and candidates considered on a rolling basis. A mutually agreed upon start date will be determined at the time of hire.

**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](mailto:hr@transcen.org)**

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