

Project SEARCH Skills Trainer/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! We are looking for a mission-driven Project SEARCH Skills Trainer/Employment Consultant to join our WorkLink team in our San Francisco office.

Position Summary:

The Project SEARCH Skills Trainer/Employment Consultant will help develop and coordinate our Project SEARCH program and provide instruction to interns. The Skill Trainer/Employment Consultant will support interns in the employability skills curriculum and in their internship rotations. At the end of the internship year, the Skills trainer/Employment Consultant will work with interns to find employment. The Skills Trainer/Employment Consultant works collaboratively with our business partner (Kaiser Permanente), the Project SEARCH Instructor (SFUSD) and our WorkLink team to promote our mission of meaningful work and community inclusion. For more information on Project SEARCH, see their website <https://projectsearch.us/>.

Essential Functions/Responsibilities:

- Support Project SEARCH interns during internship rotations at the host business, provide instruction and training.
- Analyze job tasks and create teaching tools to support the intern to learn and perform tasks to required productivity and quality standards
- Identify and develop accommodations and assistive technology to improve an intern's job performance
- Identify and foster natural supports during rotations
- Collect and analyze data on intern performance. Share information with interns, mentors and team
- Work with the department employees to identify tools and techniques to support the intern in learning assigned job duties
- In collaboration with the PS Instructor to identify and develop additional internship sites within the host business
- Provide support to other WorkLink job seekers as needed
- Ability to work evenings and weekends as needed.
- Other duties as needed for the success of the program.

Skills/Knowledge/Qualifications:

- Bachelor's or Associate's degree.
- A minimum of two years relevant experience working with individuals with disabilities
- Strong teaching skills, understanding of error-free learning techniques and systematic instruction strategies
- Knowledgeable of current best practices in the field of transition and supported employment.
- Experienced in providing classroom and community-based training (real world settings). Able to adjust curriculum and materials to meet the needs of interns and their various learning styles.

Additional Qualifications:

- Mission driven
- Working knowledge of Microsoft Office, Adobe PDF and Google Suites
- Ability to time manage, prioritize workload, and juggle concurrent demands
- Ability to think critically, creatively problem solve, and use data analysis for sound decision making
- Professional communication skills, both written and verbal
- Ability to work with diverse individuals and families
- Ability to juggle multiple responsibilities and the needs of the people we support
- Self-starter, able to work both independently and in a team environment
- Ability to synthesize information and communicate in a succinct, professional manner to stakeholders, family members and individuals with disabilities
- Must be able to pass a background check

MAJOR bonus points if you are...

- An organizer or networker with strong interpersonal skills and connections to our local community
- Passionate about improving the lives of people with disabilities
- Adept with social media
- Bilingual (Spanish/Cantonese/Mandarin)

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

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