

Project SEARCH Skills Trainer/Employment Consultant **CEO – Milwaukee, WI**

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 team in our Wisconsin office, Creative Employment Opportunities (CEO).

Position Summary:

The Project SEARCH Skills Trainer/Employment Consultant will help develop and coordinate the Project SEARCH program and provide instruction to interns. The Skill Trainer/Job Coach will support interns in the employability skills curriculum and work with each intern's team to reach the goal of competitive integrated employment. The Skills Trainer/Employment Consultant works collaboratively with the Project SEARCH Instructor and direct service team in Wisconsin to promote the mission of meaningful work and community inclusion. For more information on Project SEARCH, see their website <https://projectsearch.us/>.

Essential Functions/Responsibilities:

- Implement systematic instruction strategies to support Project SEARCH interns during internship rotations at the host business.
- Develop task analysis to support the intern in a consistent manner to learn and perform tasks to required productivity and quality standards
- Identify and develop accommodations and assistive technology to improve an intern's performance on the job
- Identify and develop natural supports during rotations
- Collect and analyze data on intern performance. Share information with intern and mentor as well as the team
- Work with the department employees and mentor to identify tools and techniques to support the intern in learning the job duties
- In collaboration with the PS Instructor and Job Developer, identify and develop additional internship sites within the host business
- Provide support to other 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 successful, recent, and relevant experience working with individuals with disabilities
- Understanding of systematic instruction strategies
- Knowledgeable of current best practices in the field of transition and supported employment.
- Experienced in differentiating lessons and settings to meet the needs of interns and their varied 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
- High level written and verbal communication skills
- Ability to work with diverse individuals and families
- Ability to network with multiple stakeholders, including funders
- Ability to work independently and as an effective member of a team
- High level of discretion and confidentiality
- Ability to synthesize information and communicate in a succinct manner to multiple people, including family members and individuals with disabilities
- Disciplined self-starter who can set and achieve goals
- Must have a valid driver's license and car insurance with reliable transportation
- Must be able to pass a background check

MAJOR bonus points if you have...

- Strong connections to the community
- A passion for improving employment outcomes for people with disabilities
- Familiarity with social media
- Bilingual in Spanish

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.