



**Lead 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 Lead Employment Consultant in our Rockville, MD office. In addition to providing services to job seekers with disabilities, the Lead Employment Consultant will coordinate and oversee services in the Maryland office. The role of Lead 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.

**Type of Position:**

Full-time

**Primary Essential Functions/Responsibilities:**

- Organize, coordinate and evaluate day-to-day services with the team
- Set and monitor annual service goals (aligning with budget) in collaboration with the Program Coordinator
- Manage an active caseload of approximately 8-10 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

📍 12300 Twinbrook Parkway Ste 350  
Rockville, MD 20852

TransCen Inc. is a 501(c)(3) non-profit organization

📞 (301) 424-2002

✉ [inquiries@transcen.org](mailto:inquiries@transcen.org)

🌐 [TransCen.org](http://TransCen.org)

- 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

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.

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.*

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