



## **Project SEARCH Instructor**

**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 Instructor to join our team in our Wisconsin office, Creative Employment Opportunities (CEO) to work at our Froedtert Hospital site.

### **Position Summary:**

The Project SEARCH Instructor will help develop and coordinate the Project SEARCH program and provide instruction to interns. The Project SEARCH instructor will instruct interns in the employability skills curriculum and work with each intern's team to reach the goal of competitive integrated employment. The instructor will work collaboratively with the 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:**

- Work with school districts, Division of Vocational Rehabilitation, and Long-Term Funding agencies (e.g., IRIS, Family Care) to recruit students/young adults with disabilities for Project SEARCH program.
- Identify internship opportunities within the host business to identify internships that build a repertoire of marketable skills that lead to competitive, integrated employment.
- Ensure that internships include measurable skills gain that are assessed according to productivity, quality, and safety benchmarks.
- Facilitate regular Employment Planning Meetings with interns, families, and agency personnel to determine career interests, specific job preferences, skills, and abilities to design an individualized approach to job development.
- Identify and problem solve solutions for challenges that interfere with completion of Project SEARCH, including obtaining and maintaining employment.
- Use universal design concepts to design and implement accommodations and adaptations needed at the internship sites.
- Use VocFit and other assessment tools to evaluate intern progress, communicate with the team, and identify additional skill/task development.
- Assess intern progress frequently, communicate that progress regularly to the

- intern's team and make instructional and training adjustments and provide interventions for interns who are not making progress.
- Assist interns in developing resumes/portfolios that document skills and interests, internship experiences, any certifications earned, recommendations, etc.
  - Implement Project SEARCH employability skills curriculum in the classroom and reinforce these skills during internships to develop skills, knowledge and work habits leading to successful employment.
  - Update the Member Portal to maintain records of staff changes, interns' internship experiences and employment outcomes including jobs gained, wages, hours worked per week, benefits taken, etc.
  - Actively participate in Project SEARCH Steering Committee and onsite team meetings.
  - Supervise, coordinate and schedule onsite skills trainers to meet the support needs of the interns.
  - Work with the host business liaison, onsite team, and job developer to secure competitive, integrated employment at the host business or in the community.
  - Other duties as needed for the success of the program.

#### **Skills/Knowledge/Qualifications:**

- Minimum of a bachelor's degree. Special education teaching license, paraprofessional license, or similar.
- A minimum of two years successful, recent, and relevant experience as a classroom instructor for youth with intellectual and developmental disabilities at the secondary level.
- Demonstrated ability to employ a variety of instructional strategies that connect the curriculum to the learner.
- 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.

**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.*