

Employment Consultant / Job Coach

Make a Difference While Earning a Paycheck!

Are you looking for a job where you can **earn a paycheck while making a meaningful impact in your community**? If so, we want to hear from you!

TransCen, Inc., a leader in career and workforce development for youth and adults with disabilities, is seeking a motivated Employment Consultant to join our team at our **Rockville, MD** location.

About Us

TransCen, Inc. is a nonprofit organization dedicated to improving employment and community inclusion for youth and adults with disabilities. As a small but mighty team of innovators and change-makers, we work tirelessly to create employment opportunities that transform lives.

Position Summary

As an **Employment Consultant**, you will play a crucial role in connecting job seekers with disabilities to meaningful employment opportunities in the community. This position focuses on employer engagement, job development, and providing on-the-job support.

Some evening and weekend work may be required.

Key Responsibilities

- Manage a caseload of approximately **8-10 job seekers**.
- Conduct **Positive Personal Profiles** and develop individualized **employment plans**.
- Coordinate **workplace tours, job shadows, internships, and job placements**.
- Build relationships with **local businesses** to create employment opportunities.
- Maintain **strong partnerships** with existing employer partners.
- Use **customized employment strategies** and best practices to assist job seekers.
- Provide **on-the-job coaching and support**, ensuring long-term success.
- Develop and implement **fading plans** with employers and natural supports.
- Track and document **client progress** regularly.
- Communicate effectively with job seekers, employers, funding sources, and support teams.

What We're Looking For

- **Mission-driven** with a passion for employment and inclusion.
- Strong **communication, interpersonal, and problem-solving skills**.
- Ability to **multitask and prioritize** in a fast-paced environment.
- Experience working with **diverse individuals**.
- Ability to **network with stakeholders**, including funders and employers.
- Team-oriented, but able to work **independently** when needed.
- Proficiency in **Microsoft Office (Word, PowerPoint, Excel)** and **Google Suite (Gmail, Drive, Docs, Sheets, Meet)**.
- **Valid driver's license and insured vehicle** required.
- Must pass a **background check**.
- **Bilingual in Spanish is a plus!**

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

Why Work With Us?

- **Competitive Salary:** \$40,000 - \$45,000 per year
- **Comprehensive Benefits Package**, including:
 - Medical, dental, and vision insurance
 - 401(k) with employer match
 - Life insurance
 - Employee Assistance Program (EAP)
 - Flexible spending account (FSA) & health savings account (HSA)
 - Paid time off (vacation & sick leave)
 - Professional development assistance
- **Flexible Schedule:** Occasional evenings and weekends as needed
- **Opportunities for Career Growth & Advancement**

Position Details

- **Job Type:** Full-time & part-time positions available
- **Schedule:**
 - 8-hour shifts
 - Monday to Friday
 - Weekends as needed
- **Work Location:** In-person (Rockville, MD)

Join Our Team!

If you're ready to **make a lasting impact** and help individuals with disabilities, find meaningful employment, we encourage you to apply!

How to Apply

Submit your resume and cover letter to hr@transcen.org. Applications will be reviewed on a rolling basis until the position is filled.