



## **Project SEARCH Skills Trainer/Employment Consultant | Milwaukee, WI Creative Employment Opportunities (CEO), a Program of TransCen, Inc.**

**Salary Range: Starting salary of \$45,000 annually, based on experience and qualifications**  
**Full-Time | 10-12 Month Position**

### **Looking for a Career Where You Can Change Lives Every Day?**

- ✓ Do you enjoy teaching, coaching, mentoring, or helping others discover their strengths?
- ✓ Are you passionate about helping young adults with disabilities build meaningful careers and become fully included members of their communities?
- ✓ Would you love a position that combines education, workforce development, disability inclusion, job coaching, and community impact?

### **If so, this may be the perfect opportunity for you!**

At TransCen, Inc., we believe employment changes lives. We are seeking an energetic, innovative, and mission-driven **Project SEARCH Skills Trainer/Employment Consultant** to join our team in Milwaukee and help young adults with disabilities successfully transition from school to work.

### **This Is More Than a Job**

It's an opportunity to help young adults with disabilities develop workplace skills, gain confidence, secure employment, and build successful futures. This is a **10-12 month position** that allows you to support individuals throughout their entire employment journey. You will work with Project SEARCH interns during their internship rotations, teach skills to complete job tasks, navigate workplace expectations, develop the skills needed for employment success, and develop new internship opportunities within the hospital.

But your work doesn't stop there. After interns secure competitive integrated employment, you will continue supporting them through individualized job coaching, retention services, and follow-along support to help them maintain and grow in their careers. This unique role allows you to see the full impact of your work.

### **About Us**

TransCen, Inc. is a national nonprofit organization dedicated to improving the lives of people with disabilities through meaningful work and community inclusion.

Our Wisconsin division, **Creative Employment Opportunities (CEO)**, has been helping individuals with disabilities achieve employment success and community inclusion for more than 30 years. We are a small but mighty team of innovators, problem-solvers, and advocates who believe every person deserves the opportunity to work, contribute, and thrive.

### **What is Project SEARCH?**



Project SEARCH is a nationally recognized transition-to-employment program that provides immersive workplace experiences for young adults with disabilities during their final year of school. Interns participate in internships within a host business while receiving classroom instruction focused on employability, workplace readiness, self-advocacy, and independent living skills. Learn more at: [projectsearch.us](http://projectsearch.us)

## **Why You'll Love This Job**

- ✓ Watch interns gain confidence, independence, and jobs
- ✓ Build partnerships with the host site and community businesses
- ✓ Collaborate with families, schools, and community agencies
- ✓ See the direct impact of your work every day
- ✓ Be part of a mission-driven team committed to changing lives

## **What You'll Do**

### **Support Intern Success**

- Facilitate Employment Planning Meetings with interns, families, school personnel, and adult service providers.
- Help interns identify career interests, strengths, and employment goals.
- Assist interns in creating resumes, portfolios, and professional materials that showcase their skills and experiences.
- Identify barriers to success and develop creative solutions that support positive outcomes.

### **Build Real-World Learning Experiences**

- Collaborate with Froedtert Hospital departments to identify and develop internship opportunities.
- Ensure internships teach meaningful, marketable skills aligned with competitive employment.
- Monitor and assess skill development through data collection related to productivity, quality, and workplace expectations.
- Utilize assessment tools such as VocFit to evaluate progress and inform instruction.

### **Lead and Collaborate**

- Work closely with school districts, Wisconsin Division of Vocational Rehabilitation (DVR), Family Care, IRIS, employers, and community partners.
- Coordinate and supervise onsite Skills Trainers.

### **Think Creatively and Solve Problems**

- Use person-centered practices and Universal Design principles to create accommodations and supports.
- Analyze data and make informed decisions to improve intern outcomes. • Advocate for interns while maintaining high expectations for employment success.



## **Who We're Looking For**

### **Required Qualifications**

- Associate's or Bachelor's degree in Special Education, Rehabilitation, Human Services, Psychology, Social Work, Workforce Development, or a related field, or commensurate experience
- Minimum of two years of experience working with individuals with disabilities.
- Strong teaching, coaching, and interpersonal skills
- Knowledge of systematic instruction and workplace training strategies
- Understanding of transition services, supported employment, customized employment, or workforce development
- Valid driver's license, reliable transportation, and ability to pass a background check

### **The Ideal Candidate Is...**

- Mission-driven and passionate about disability inclusion
- A creative problem-solver who focuses on strengths and possibilities
- Comfortable working independently and collaboratively
- Organized and able to manage multiple priorities
- An effective communicator who builds positive relationships with employers, families, and community partners

### **Bonus Points If You Have...**

- Experience with supported or customized employment, or transition services
- Strong connections within the Milwaukee/Waukesha business community
- Experience with employer engagement and job development
- Experience using assistive technology and Universal Design for Learning principles
- Bilingual skills (ASL, Spanish)

## **Perks of Working With Us**

### **Competitive Benefits Package**

- Medical, dental, and vision insurance
- Retirement plan with employer contribution
- Group life insurance
- Generous vacation, sick leave, and paid holidays

### **Professional Growth**

- Ongoing training and professional development
- Opportunities to learn from national leaders in transition and employment services
- Supportive and collaborative team culture

### **Meaningful Work**

Every day, you'll help young adults move closer to independence, confidence, community inclusion, and rewarding careers.



That's more than a job - it's a chance to make a lasting difference.

### **Ready to Make a Difference?**

Please send your resume and cover letter to [jfuller@transcen.org](mailto:jfuller@transcen.org)

Applications will be reviewed on a rolling basis until the position is filled. A mutually agreed upon start date will be determined at the time of hire.

### **About TransCen**

Our mission is simple but powerful: **Improving the lives of people with disabilities through meaningful work and community inclusion.**

Join us in creating a future where disability is never a barrier to employment or community participation.

*TransCen, Inc. is an Equal Opportunity Employer. Women, minorities, veterans, and individuals with disabilities are strongly encouraged to apply.*