

**Administration** 1520 Highway 32 South Thief River Falls, MN 56701

p. 218.681.4949 | f. 218.681-7635

 www.odcmn.org

June 15, 2022

***Are you looking for a rewarding experience?***

*As an Employment Services Consultant, you will mentor, coach, and empower individuals with disabilities in their search for rewarding sustainable employment in their community. You will work closely as part of a collaborative team to achieve the person's individual employment needs. You will teach and model skills needed for achieving employment goals and independence while encouraging and empowering individuals to recognize their potential.*

**Employment Services Consultant**, full-time, 30-40 hours per week

* 80% of the workday spent in the community.
* GED and two years training/experience in human services/relations or retail industry
* Strong interpersonal skills to work cohesively with a cross section of both business and social service professionals
* Support individuals in developing skills to handle work situations appropriately.
* Maintain timesheets, attendance records and other program related paperwork.
* Must be highly organized and motivated.
* Basic computer skills with Office365 experience beneficial
* Driver’s license, insurable driving record and reliable vehicle
* Mandatory DHS Background Study.
* ODC requires that all new hires be fully vaccinated against COVID-19. All offers are contingent, and your vaccine status will be verified at onboarding.
* Apply soon…open until filled!

***If you’re ready to make a difference in somebody’s life***,

Contact Tori Peterson, Program and Compliance Director at 218-681-4949 or tpeterson@odcmn.org

Employment application and job description available at [www.odcmn.org](http://www.odcmn.org)

*EOE/ADA* -*People of color, women, veterans, and individuals with disabilities are encouraged to apply.*

*ODC, Inc.*

*310 South Broadway, Suite 7, Crookston, MN 56716*

re: MinnesotaWorks.net

 MN Deed

 Indeed.com

 White Earth Tribal Council

Posted: Bemidji Warren

Hibbing Thief River Falls

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