

MinnesotaWorks.Net

Job ID: 14434929

Job Location: Occupational Development Center Inc
1219 Naylor Drive SE
Bemidji, MN 56701

How to Apply: Mail: Mary Beth Gibson
1600 20th Avenue W.
International Falls, Minnesota, MN 56649

Phone: Mary Beth Gibson
(218) 598-8431

Fax: Mary Beth Gibson
(218) 681-7635

Email: mgibson@odcmn.org

Website: <http://www.odcmn.org>

Job Title: Employment Services Consultant

Work Type: Work Days: Weekdays
Work Vary: No , Shift: First(Day), Hours Per Week: 40, Work Type: Regular

Salary Offered: \$16.00 - \$18.00 Hourly

Benefits: 401(k) or other retirement, Dental Insurance, Health Insurance, Holidays, Sick Leave or PTO, Vacation or PTO, Vision Plan

Physical Required: No

Drug Testing Required: No

Education Required: High School Diploma/GED

Special License/

Certification Required: Unspecified

Experience Required: 24 Months

Required Skills: Must be highly organized and motivated. Basic computer skills with Office365 experience beneficial. Training in CPR and First Aid provided

Preferred Skills: Unspecified

Driver's License: Class D Required

Endorsement(s): Unspecified

Job Description:

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.

Engages persons served and establishes trusting, collaborative relationships directed towards the goal of competitive employment in community settings.

Helps client think about long-term employment goals, work history, strengths, personal culture and other factors that relate to vocational goals.

Develops individual employment plans with the person served and with input from the case management team.

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 services professionals. Support individuals in developing skills to handle work situations appropriately. Maintain timesheets, attendance records and other program related paperwork.

Valid driver's license with an insurable, unrestricted driver's record that meets the requirements of ODC's insurance provider.

Mandatory Department of Human Services Background Study

Employment application and job description available at www.odcmn.org

We are an Equal Opportunity Employer and value the benefits of diversity in our workplace. People of color, women, veterans and individuals with disabilities are encouraged to apply

Refer to ID Employment Ser Consl when applying