



Are you looking for a fun and exciting career where you can help improve other's lives and well-being? Do you enjoy building relationships in your community?

Our mission is to help others secure gainful, yet meaningful employment that will enhance their independence.

The Vocation Depot is a Non-profit Employment Services Organization partnered with the State of FL, Division of Vocational Rehabilitation, assisting People with Disabilities prepare for, find, and retain Employment.

We offer PTO, Paid holidays, Monthly Travel Allowance, Commission-potential and a flexible work schedule. All interested candidates are encouraged to apply!

Position: Employment Specialist

Status: Full Time

Primary Functions of the Employment Specialist:

- Prepare customers to enter the workforce by providing instruction on how to write a resume, cover letters, how to complete and follow-up on job applications; assists and coaches customers with interviewing skills.
- Maintains contact with customers via phone, text, email or in person on a regular basis. Communicates with each customer a minimum of once per week and meets with customers in person no less than once per month.
- Assists customers with following up on applications. Documents customer's progress in database program.
- Transports customers as needed for interviews or visiting employers to submit or follow up on applications.
- Provide job coaching support upon placement and throughout the life of the case to ensure long term success.
- Maintains regular communication with Vocational Rehabilitation Counselors regarding the progress of each customer.

Work Environment:

- All Employment Specialists work remote, spending majority of their time with customers and/or employers in the community.
- This is a full-time position, Monday-Friday from 8am to 5pm. This position may require some evenings or weekends depending on schedules.
- This Employment Specialist position requires regular travel within their assigned territory. Each Employment Specialist makes their own schedule based on customer's needs and availability.

Education & Experience Requirements:

- Four years' experience or employment in a public vocational rehabilitation program; experience in job placement, job coaching, or counseling; or other related experience working with persons with disabilities. OR
- A Bachelor's Degree in a related field such as rehabilitation, counseling, social work, psychology, education, human resources, business administration, or economics, from an accredited college or university and one year's experience as described above. OR
- A Master's Degree in a related field such as rehabilitation, counseling, social work, psychology, education, human resources, business administration, or economics, from an accredited college or university and six month's experience as described above. OR
- An Associate's Degree from an accredited college or university, or a Bachelor's or Master's Degree in an unrelated field, and two years' experience as described above.

Other Requirements:

- Valid FL Driver's License and safe/reliable transportation for transferring clients and valid auto insurance with \$50K/\$100K minimum coverage
- Selected candidate will be required to pass a Level 2 background check
- Selected candidate will need to obtain Best Practices in Supported Employment Certification within first 2 weeks of employment.