

## **Employment Consultant (Rockville, Maryland)**

### **Overview of Position:**

This Employment Consultant position will focus on job development and serves as an integral member of the TransCen team and is responsible for the employment for youth and adults with disabilities across several projects. This position is responsible for working with local businesses to identify human resource needs and, develop and implement employment plans for job seekers with disabilities to match skills and interests with employer needs. The incumbent will work as a team with TransCen. The incumbent will assist in the development and management of internships and or negotiate positions in industry sectors that meet each individual's interests and the needs of local businesses.

### **Essential Functions/Responsibilities:**

- Manage an active caseload.
- Develop and implement individualized employment plans
- Develop promotional or introduction letters to new businesses
- Meet face-to-face with businesses (individual meetings, presentation to employer groups)
- Network with employers through personal and professional contacts
- Facilitate assessment sites, tours, internships, and placements for job seekers
- Develop and implement job development activities to assist clients in obtaining employment using "out of the box" strategies (e.g., not just going through the newspaper or Internet)
- Document client progress on a daily/weekly basis
- Develop and revise marketing materials/brochure
- Coordinate transition between employer, client and TransCen team for internships and placements (e.g., employer agreements, client needs for support)
- Collect and analyze data monthly on clients and report outcomes in monthly summary
- Communicate with job seeker, funding source and team regarding progress

### **Skills/Knowledge/Qualifications:**

- Proficiency in Microsoft Word, PowerPoint, Excel, Publisher
- Strong communication skills: written and oral
- Strong interpersonal skills.
- Strong organizational and problem solving skills.
- Ability to prioritize and juggle concurrent demands
- Ability to facilitate trainings and to work with diverse individuals.
- Ability to network with diverse employer & job seeker constituents.
- Ability to work as a team and collaborate with others.
- Social media skills a plus.
- Must have car and willingness to travel within Montgomery County Maryland.
- Bilingual in Spanish a plus.

### **Minimum education, training, and experience desired:**

- A Bachelor's degree is preferred.
- Minimum of 2+ years of overall experience working in the field of direct service.

### **Job Type: Full-time**

**Salary:** \$38,000.00 to \$42,000.00 /year



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**Send letter of interest and resumé to:**

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Or

Email [HR@transcen.org](mailto:HR@transcen.org)