

Part-Time Employment Consultant (Prince George's County, MD)

Overview of Position:

This Employment Consultant position will focus on employer engagement/job development and is responsible for working with the local business community in identifying employment opportunities for youth with disabilities across two projects. This position is responsible for establishing employer relationships to identify human resource needs and, develop employment proposals that match the skills and interests of job seekers with disabilities to the needs of local business. The team member will negotiate paid positions and/or develop and coordinate work-based learning experiences within local businesses based on the interests of the job seeker.

Essential Functions/Responsibilities:

- Manage an active caseload of approximately 5-10 job seekers at a time
- Develop and implement individualized employment plans with job seekers
- Outreach with the local business community
- Conduct informational interviews with local businesses
- Assist in the development of promotional/marketing material to local businesses
- Meet face-to-face with businesses (individual meetings, presentation to employer groups)
- Network with employers through personal and professional contacts (e.g., chamber of commerce, local SHRM chapter, Rotary, Lions and other business organizations)
- Facilitate workplace tours, internships, and placements for job seekers
- Utilize customized employment strategies to assist job seekers 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
- Coordinate transition between employer, individual and TCI team member for internships and placements (e.g., employer agreements, client needs for support)
- Maintain relationships with employers currently working with TransCen,
- Communicate with job seeker, funding source and team regarding employment progress
- Provide on-site job supports for client (job coaching) and business
- Attend weekly Direct Service Team Meetings
- Other duties as assigned

Skills/Knowledge/Qualifications:

- Mission driven
- Strong communication skills: written and oral
- Strong interpersonal
- Strong organizational and problem solving
- Ability to prioritize and juggle concurrent demands
- Ability to facilitate trainings and to work with diverse individuals.

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: Part-time



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Or

Email HR@transcen.org