

Employment Specialist
WorkLink – San Francisco, CA

Overview of WorkLink and the Position

Since 1986, TransCen, Inc. has been on the forefront of systems change efforts in the areas of career and workforce development and school-to-work transition for people with disabilities. TransCen, Inc. is the parent company to Worklink which is a San Francisco-based employment service for individuals with disabilities, seeks a job coach/employment specialist for our Project SEARCH program, a training and employment program for young adults with intellectual disabilities, hosted by a local hospital. The position requires working closely with interns, as well as senior leadership, department managers and mentors from the hospital.

Essential Functions/Responsibilities:

- Assist program participants to access community services and resources, teaching them to be as independent as possible.
- Direct instruction of interns, teaching employment and job search skills, assessing skills and interests, writing evaluations, career counseling, developing job search plans, outreaching to employers and negotiating job opportunities.

Skills/Knowledge/Qualifications:

- The position requires exceptional “people skills”, a solid understanding of the San Francisco labor market, and at least two years of experience supporting people with disabilities in jobs and/or community settings.
- Research skills and a knowledge of job search strategies are essential.
- The position requires exceptional communication skills, both written and verbal.
- Knowledge of disability-related issues and the California social service system is a plus. We are looking for a professional with a good sense of humor, who is a creative thinker and a strong networker
- A background in teaching, sales/marketing, business, recruitment or employment services is desired

To apply, send a cover letter and your resume to deason@transcen.org