

Career Development Specialist

Local Candidates Only

Who we are:

- We're The Arc of the Capital Area, a local chapter of The Arc of Texas and The Arc of the United States.
- We're a registered, 501(c)3 nonprofit organization, serving 17 counties with our office located in beautiful Austin, Texas.
- We provide case management, art education, pet therapy and family and juvenile transition services to individuals with intellectual and/or developmental disabilities.
- We're a diverse, passionate group of 34 staff with a vision that The Arc of the Capital Area is the community's trusted and comprehensive resource for people with intellectual and developmental disabilities. We connect individuals and families to education, work, recreation, and lifelong services so they achieve lives of joy and dignity.

Who you are:

- You embody and embrace our core values, Respect, Integrity and Joy
- You're a strong believer that all people should have the opportunity to live to their full potential and be contributing and active members in their communities, enjoying the greatest possible degree of independence and acceptance in all aspects of their lives.

Job Overview

As a Career Development Specialist you will work on Supported Employment team with the Employment Specialist, Job Coach and Program Director to help develop and implement employment services that are necessary for persons with disabilities to gain and maintain competitive integrated employment. You will accomplish this by networking with business and community leaders, cultivating inclusive hiring programs, growing vocational programs, and providing direct job development services to persons with disabilities.

Responsibilities and Duties

- Work in collaboration with Supported Employment team to help implement job preparation, skill building, employment counseling, environmental supports and adaptive skills teaching that are necessary for an eligible consumer attempting to secure and retain employment
- Establish vocational training program in coordination with Director and Adult Education team
- Work with Program Director to implement annual neurodiversity work readiness programs, to include recruiting and screening candidates, leading classroom-based instruction, evaluating candidate skills, job coaching, and coordinating with business partners

- Identify and cultivate development of employment opportunities for persons with disabilities
- Provide face-to-face job development, searching and placement activities for persons with disabilities
- Provide, as needed, one-on-one support in the work environment for clients to help gain independence and develop natural supports
- Maintain proper documentation and records maintenance
- Collaborate with Supported Employment team to ensure quality services provided to clients

Qualifications

- Hold Bachelor's degree with three (3) years' experience in the Human Service industry, business management, leadership, and/or education OR one year of relevant work experience may be substituted for one year of required education
- Three years' experience working with people with intellectual or developmental disabilities
- One years' experience in job development, recruiting, or job training
- Have demonstrated leadership skills to include strong decision making, staff development, critical thinking, communication and organizational skills
- Ability to gain UNTWISE Supported Employment credential within 4 months of hire
- Demonstrate a strong ability to communicate with clients, families, employees, and employers

How we will make it beneficial to you:

- Pay begins at \$17.50 per hour. Qualified candidates who successfully complete trainings and certifications within specified timelines after hire may be eligible for an increase up to \$20 per hour.
- We provide a comprehensive benefits plan which includes medical, dental, vision and life insurance and a 403(b) plan
- We'll pay you for our 12 agency holidays
- We understand that you have commitments outside of the workplace, and we'll do our very best to offer you some flexibility in your work schedule. We do so by providing our employees with a generous PTO policy of 6 weeks paid time off each year.
- We'll provide you with an inspiring work environment, that has a great group of people to work with and a place where you'll get to make a difference in people's lives every day

