

Employment Specialist

Achieva, an organization that advocates with, empowers, and supports people with disabilities and their families throughout their lives, seeks a dynamic and innovative professional to serve as an Embedded Employment Specialist within the Employment Supports department of its largest service organization, Achieva Support. This position will report to the Associate Director of Competitive-Integrated Employment.

Achieva's Employment Supports department matches workers with disabilities to gainful employment opportunities that correspond with their skills and interests; establishes relationships with businesses to assist them in becoming more inclusive as an employer of people with disabilities; and actively seeks to grow the footprint and impact of the services offered.

At Achieva, we view employment as a cornerstone of living a life of personal significance. As such, supporting the employment of people with disabilities is key to our mission, and our single focus toward that goal is the achievement of competitive-integrated employment (CIE), which means paying workers with disabilities competitive wages, assisting them to find and keep typical jobs in the community where they are integrated with coworkers with and without disabilities, and supporting them to maximize their fullest potential. We do not support the payment of subminimum wages to people with disabilities or the use of congregate facilities to prepare someone for CIE.

Our Core Values are intertwined in all we do to support people. These values are:

- **Respect:** Value and celebrate everyone.
- **Passion:** Be dedicated to Achieva's mission and vision.
- **Ethics:** Infuse integrity, quality and best practices in everything we do.
- **Change:** Embrace and drive innovation toward inclusive person-centered practices.
- **Team:** Inspire, challenge and support each other.

If you have a shared vision for the employment of people with disabilities, want to apply your keen business skills to a rewarding opportunity and our values resonate with you, we invite you to apply to be an Embedded Employment Specialist.

For more information about Achieva, see www.achieva.info.

Job Title: Embedded Employment Specialist

Position Description:

The Embedded Employment Specialist works for Achieva, but will be embedded into and at a large Designated Employer (DE) to provide employment support and services to people with disabilities. Candidate will promote the inclusion of individuals with disabilities and will assist individuals to become independent productive employees. Candidates' time will be spent at DE's designated work site. Position reports directly to Achieva's Associate Director of Community Integrated Employment and will work closely with the appointed contact at DE.

Position Type:

- Full Time, hourly

Hourly Rate:

\$__./hr

Location:

Claysburg/Blair County, PA

Job Responsibilities:

- Facilitate work assessments or job trials to evaluate a job seeker's interests and abilities.
- Provide job shadowing opportunities for job seekers to explore employment options.
- Help people discover job opportunities.
- Assist with application and onboarding process
- Provide job coaching and support.
- Promote sustainable competitive-integrated employment by building and maintaining strong relationships with DE.
- Promote the inclusion of Achieva's employment supports and services.
- Performs other duties as assigned. This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Benefits:

- Medical, dental, and vision with low employee monthly contributions and low deductibles.
- Achieva pays for term life insurance, accidental death insurance, and long term disability.
- 403(b) retirement plan. Achieva contributes to the 403(b) retirement plan after 1 year with or without employee contributions.
- Generous paid time off and holiday pay.
- Flexible Spending Account
- Dependent Care Flexible Spending Account
- Voluntary life and voluntary long-term disability
- Free on-site parking
- Employee Assistance Program
- Phone stipend
- Mileage Reimbursement

Additional Requirements

High school diploma and minimum one year of related experience. Demonstrated experience supporting people with disabilities on a one-to-one basis to become competitively employed. Must be able to understand the needs of the businesses we serve and have an understanding of job performance assessment. Excellent social skills and computer skills required. Must have or obtain one of the following within six (6) months of first day of hire: a Certified Employment Support Professional (CESP) credential from the Association of People Supporting Employment First (APSE); a Basic or Professional Employment Services Certificate of Achievement in Employment Services from the Association of Community Rehabilitation Educators (ACRE). Achieva will pay for training and certification. Position requires flexibility in work schedule, including evenings, weekends, and/or holidays; valid Pennsylvania Driver's License; properly insured vehicle available for daily use; and Act 33, 34 and FBI clearances.

Application Process

Achieva invites interested persons to apply online at achieva.info.

Achieva is an affirmative action and equal opportunity employer (EOE). All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender

identity or expression, national origin, veteran status, or genetic information. Achieva is committed to providing access, equal opportunity and reasonable accommodations for people with disabilities in employment, its services, programs, and activities. To request a reasonable accommodation, contact our Human Resources Department at [412-995-5000](tel:412-995-5000) ext.650, or email jobs@achieva.info.

_____ Signature

_____ Date