

## Inclusion Liaison

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 Inclusion Liaison 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 Inclusion Liaison.

For more information about Achieva, see [www.achieva.info](http://www.achieva.info).

**Job Title:** Inclusion Liaison

**Position Description:**

The Inclusion Liaison works for Achieva, but will be embedded into the HR Department of a large Designated Employer (DE) to help with the recruitment, hiring, and retention of people with disabilities. Candidate will act as a liaison with DE staff to create and promote opportunities for individuals with disabilities to become productive employees and contributors to the corporate mission. Majority of time will be spent at DE's corporate office. 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:**

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**Location:**

Claysburg/Blair County, PA

**Job Responsibilities:**

- Facilitates person-centered principles throughout the hiring/employment process.
- Remain current on best practices and current trends as it relates to the employment of people with disabilities.
- Develop and maintain familiarity with Achieva & DE (as applicable) systems, functions and processes in order to identify barriers and opportunities.
- Analyze job opportunities at all DE's work locations.
- Review job descriptions to determine essential job functions and help to identify suitable applicants from the applicant pool.
- Analyze DE's recruitment strategies and application processes to make recommendations on ways to enhance appeal and accessibility to people with disabilities.
- Identify technology and adaptations that will assist people with disabilities to become successful employees, as indicated and/or based on individual accommodations.
- Act as resource to DE's management staff in matters concerning best practices in the employment of people with disabilities.

- Develop and implement community outreach initiatives to promote efforts in the employment of people with disabilities.
- Maintain knowledge about funding sources for the employment of people with disabilities and tax incentives for hiring people with disabilities.
- Assist DE in replicating similar programs in other major geographical locations.
- Perform 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**

Equivalent of Bachelor's Degree in human services or related field and at least two years of experience in the employment of people with disabilities. Demonstrated experience supporting the needs of people with disabilities in competitive employment, as well as an understanding of the needs of businesses. Excellent social skills and computer skills necessary. 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 certifications. 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](http://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](mailto:jobs@achieva.info).**

\_\_\_\_\_ Signature      \_\_\_\_\_ Date