

<b>Job Title</b>	Employment Specialist
<b>Employer/ Agency</b>	Jewish Family Service
<b>Job Description</b>	<p>Provides specialized individual vocational counseling and job coaching to clients to find and maintain employment within supportive and competitive employment.</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> <li>• Assist clients with pre-vocational needs: resume writing, interviewing and networking skills; post vocational needs: new hire orientation, accommodations, transportation and work adjustment.</li> <li>• Provides advice on vocational goals, government benefits and education resources.</li> <li>• Assess the vocational, social communication and independent skills of clients</li> <li>• Assess job tasks and skills of jobs and initiate conversation with employers.</li> <li>• Identify job site and job duties accommodations and/or modifications.</li> <li>• Provides on-going vocational support to client while employed including advice on accommodations, “in-between” work skills, and change in management.</li> <li>• Provides advice to parents, therapists, teachers and supportive personal.</li> <li>• Develops and maintains relationships with employers and community resources particularly those in the disability community.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Bachelor’s degree required (Master’s preferred) in counseling, social work, psychology, human relations, or human resources.</li> <li>• Minimum 3 years work experience in employment services including supported employment services, career counseling, human resources or mental health therapy services.</li> <li>• Current knowledge of general principles and methods of job search including resume writing, networking and interviewing skills.</li> <li>• Strong ability to advise clients about career opportunities while exhibiting sensitivity to clients’ physical and mental health.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to obtain DARS certification: job coaching and job placement.</li> <li>• Strong written, verbal and computer skills.</li> <li>• Ability to teach and/or mentor adults.</li> <li>• Ability to drive to employers and make home visits to clients.</li> <li>• Ability to work some evenings and weekends.</li> </ul>
<b>Employer/Agency</b>	Jewish Family Service
<b>Address</b>	4131 South Braeswood
<b>City, State, Zip</b>	Houston, TX 77025
<b>Contact Person</b>	Laura Alter
<b>Contact Title</b>	Employment Services Coordinator
<b>Telephone Number</b>	713-667-9336 ext. 207
<b>Fax Number</b>	713-667-3619
<b>Email Address</b>	<a href="mailto:lalter@jfhouston.org">lalter@jfhouston.org</a>
<b>Application Method</b>	Send letter of interest with resume via e-mail or fax.
<b>Opening Date</b>	Immediate

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.