

Martin Enterprises

6003 West Main Street
Williamston, NC 27892
(252) 792-8251

JOB POSTING

We consider applicants for all positions without regards to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

DATE OF POSTING 01/17/19

ALL EMPLOYEES WISHING TO BE CONSIDERED FOR THIS POSITION MUST SUBMIT THEIR APPLICATION BY: 02/4/19

POSITION TITLE: Community Employment Specialist (Level I or II) – Level I is high school diploma/GED, or 2-year Associate Degree-Level II is 4-year college degree

REPORTS TO: Sonona R. Jefferson, VR Services Manager

SUMMARY: Position is full-time, non-exempt

DUTIES AND RESPONSIBILITIES:

1. Train adult clients with developmental disabilities in pre-employment skills, occupational & vocational skills.
2. Train clients in work ethics prior to job placement.
3. Train clients on the job after mastering the job himself/herself.
4. Provide long-term follow-up service.
5. Observe/evaluate clients work to determine progress, provide feedback.
6. Discipline, and make suggestions for improvement.
7. Establish and maintain relationship with employers.
8. Complete necessary documentation.
9. Duties not limited to the above stated responsibilities.
- 10.

JOB REQUIREMENTS: Meet minimum qualifications, variable schedule determined by client training and support needs, prefer experience with disabled population.

MINIMUM QUALIFICATIONS: Prefer 2-year associate degree but will accept high school diploma/GED with experience with disabled population

ESSENTIAL FUNCTIONS: Training, documentation, socialization skills, good driving record.

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FOR FURTHER INFORMATION CONCERNING THIS POSITION, PLEASE

CONTACT: Sonona R. Jefferson, VR Services Manager
