



Employment Services Specialist

Department: Employment Services

Hours: Part-Time

Tradewinds Services, Inc, located in Merrillville, has a part-time position for a Specialist in our Employment Services department.

As a member of TradeWinds Services and an integral part of a diverse population of individuals with disabilities, the candidate is responsible for evaluating, planning, organizing, and providing services on an individual basis for participants enrolled in the program who are seeking community employment. The primary job duties may vary based on the agency needs but includes job readiness instruction, discovery profiles, situational assessments, job development, and job coaching.

Experience Required: Must have strong organizational and problem-solving capabilities. Must be able to take direction and function as a team player. Must have excellent writing and verbal skills. Must have good decision-making and time management skills and be responsible, mature, and flexible. One to three years experience working with diverse populations is preferred.

Education Requirements: High School Diploma or equivalent GED required. Associates or Bachelor's Degree preferred in Social Services or related field.

Additional Requirements: Must have a valid driver's license with no suspensions for traffic infractions during the past three years. Must be at least 21 years of age. Must be a responsible, reliable person who is able to work independently. Must be able to pass drug screening and criminal background check.

Position Reports to: Employment Services Coordinator