

Job Title: Employment Developer**Organization:** ABLE Center for Independent Living**Location:** Odessa, TX**Closing Date:** Open until filled**Job Description:****Reporting Relationship/Supervisor:** Executive Director**Work Hours:** Regular-Full time**Travel:** Required

About Our Organization: ABLE Center for Independent Living is a non-profit 501(c)(3) organization located in Odessa, Texas, serving the counties of the Permian Basin. ABLE is a consumer-directed and community-based organization dedicated to the empowerment of individuals with disabilities to live as independently as they desire at home, at work, and in the community through a foundation of four core services: information and referral, peer support, advocacy, and skills training.

Position: Although ABLE Center is a social services agency, this position is about promoting employment for people with disabilities. Therefore, it included a great deal of time networking in the community with businesses to convince perspective employers of the win-win that situation that is created when they hire someone with a disability. Time will also be spent in the office with consumers, helping them map out a career, i.e., career testing and resume writing. Any applicant unable to fulfill these job duties need not apply for this position, but can apply for other positions.

Function: The purpose of this position is to find employment for individuals with disabilities. ABLE Center is an Employment Network through Social Security's Ticket-to-Work program, but all consumers with disabilities may participate. The person must have their own transportation and be able to communicate effectively in a variety of manners. Networking will involve hours that the ABLE Center is not open, and the Employment and Outreach Specialist will attend various functions and fundraiser around the community, including but not limited to functions from the Chamber of Commerce in both Midland and Odessa.

Responsibilities:

1. Promote the advantages to employers of the benefits of hiring people with businesses, agencies and organizations to remove employment barriers, and resolve issues related to community integration and the independence of people with disabilities.
2. Create successful placements between employers and ABLE Center Consumers.
3. Serves as a liaison between businesses, consumers and ABLE staff and all Maximus and Ticket-to-Work staff that are involved in making the program a success.
4. Track and follow up on the contacts made in the community in an organized and efficient manner, and report these findings daily/weekly basis to be determined by the Executive Director.

5. Provides employers, employees, ABLE consumers and other social work agencies with relevant information by efficiently using various means of communication.
6. Learn the standards for Ticket-to-Work Social Security Program, and organize the paper work in such a way that all deadlines are met within the timeframe required by the agencies so that no funding is lost.
7. Document current information with consumers in the Centers for Independent Living Software Database.
8. Immediately report any relationships problems with employers regarding complaints immediately to the Executive Director.
9. In a team approach, works with consumers on resume writing, job searches, and interviewing techniques through classes and seminars.
10. Other duties as assigned by Supervisor within the objectives and position description of the department.

Position Summary: Responsible for bringing in additional revenue to the center by finding appropriate job placements for Social Security's Ticket-to-Work and responsible for providing ABLE Center with additional consumers through networking within the Permian Basin.

Skills:

- Ability to present before both large and small employers and groups of professionals.
- Ability and willingness to work varied hours necessary to obtain placements needed.
- Demonstrated skill in assisting persons with mild to severe disabilities to obtain employment.
- Demonstrated skill in developing employment options for persons with mild to severe disabilities.
- Computer Skills Necessary.

Related Duties: Increase awareness in the rural communities about opportunities available to both consumers and employers in the job market. This job will involve traveling and using one's own personal vehicle to go to the surrounding counties, in which case mileage will be paid.

Marginal Duties:

- Follow instructions given by the Executive Director. Be cooperative and respectful at all time.
- Work as a team to ensure that the atmosphere of ABLE Center is pleasant for the quality of service for the consumer.
- Follow in-office procedures as given in memos, e-mail and at office meetings. When assigned, participate with community awareness/education and systems advocacy projects

How To Apply

You may email your resume Britni@ablecenterpb.org