

Lookout Mountain Community Services

Job Announcement

JOB TITLE	POSITION NUMBER
Employment Specialist	00031915
POSTING DATE	DEADLINE DATE
April 10, 2018	Until filled
POSITION LOCATION	
Kaleidoscope Supported Employment 1427 Lee Clarkson Rd. Chickamauga, GA	
GENERAL NATURE OF JOB DUTIES	
<p>Supports Intellectual/Developmentally Disabled (I/DD) Individuals to secure and maintain employment. Identifies and works to develop job opportunities in the community by networking with employers in the four county area. Assists individuals with the application and interview process for employment. Maintains contact with individuals, employer, and their co-workers, and works to resolve any conflicts as they arise. Performs documentation and record keeping duties, as well as, works to maintain partnerships with various entities involved in the Supported Employment process. Primary work schedule Monday through Friday, 8:00-4:30. However, flexibility of schedule to meet the needs of the Individual's work schedule will be required.</p>	
MINIMUM QUALIFICATIONS	
<p>Completion of a high school diploma or G.E.D., 21 years of age, AND one year of experience providing educational, social, or direct care services to persons with diagnosed special needs. OR Associate degree in a related field of study.</p> <p>Preferred Qualifications: At least one year of experience providing direct care/support to I/DD individuals AND a flexible schedule to meet the needs of the Individual's work schedules whom they support. Positive, understanding, and professional attitude/demeanor is also preferred.</p>	
HOW TO APPLY	
<p>Applicants should submit a Lookout Mountain Community Services Application to the following:</p> <p style="text-align: center;">Lookout Mountain Community Services ATTENTION: Human Resources Department PO Box 1027 LaFayette, GA 30728 E-Mail: Jobs@LMCS.org Telephone: 706-638-5580 x 4114 FAX: 706-638-5445</p> <p style="text-align: center;"><i>Lookout Mountain Community Services Application can be found at www.lmcs.org or contact 706-638-5580 x 4114</i></p>	<p>Applications/resumes should be filled out carefully and completely with the last ten years of work history included. Attach documentation to support education/training/licensure certification. If your application/resume is not complete you may forfeit the opportunity of an interview. Keep a copy of your application/resume. Copying service is not available at LMCS.</p> <p>Due to the volume of applications/resumes received we are unable to provide information on your application/resume status over the phone. Applicants who are selected for an interview will be contacted to arrange for an interview. Applicants who have a disability, which require special accommodations should contact the Human Resources Department.</p> <p style="text-align: center;"><i>In-House applicants will be considered prior to applicants being considered outside the agency.</i></p>

This position may require pre-employment drug testing
An Equal Opportunity Employer