

Lookout Mountain Community Services

Job Announcement

JOB TITLE	POSITION NUMBER
Employment Specialist	TBD
POSTING DATE	DEADLINE DATE
	Until filled
POSITION LOCATION	
*Recovery Services-Supported Employment 806 E. Villanow Street Lafayette, GA 30728 *position will be community based	
GENERAL NATURE OF JOB DUTIES	
Identifies barriers to employment, Discovers strengths, needs abilities and preferences of individuals desiring to work in the community; networking with potential employers to identify job opportunities, providing support and training before, during, and after placement in a job as needed. Primary work schedule will be Monday-Friday. Flexibility of schedule is also necessary in order to provide support to individuals.	
MINIMUM QUALIFICATIONS	
Completion of a high school diploma or equivalent AND one year of experience providing educational, social or direct care services to persons with diagnosed special needs or other populations. OR Associate degree in business management or behavioral sciences. Preferred: Bachelor's Degree in a Helping Field and Experience working with individuals in a Supported Employment position and/or Supported Education setting	
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 4100 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 4100</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