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| **ENSO**  **16300 Christensen Road, Suite #340**  **Tukwila, WA 98188**  **206-829-2001** | **Enso_logo1** |

## POSITION OPEN: EMPLOYMENT PROFESSIONAL

**Part-time Hourly Employee**

**Description:**

Employment Professionals are normally employed to perform job development, job coaching, job retention services and/or other program services for individuals with disabilities. The specific details are further defined by the individual and their family as written in Employment Plans and/or DVR contracts for the specific individual. The Employment Professional will also work on various activities and trainings and promote the mission and values of ENSO.

**Job Duties and Responsibilities:**

* Supports individuals with developmental and other disabilities in a variety of ways including, job development, job coaching and job retention services.
* Works on various activities that promote the long-term employment of people with disabilities, with a goal of facilitating natural supports in the workplace.
* Works directly with the individual and their family, if appropriate, on the employment goals they chose.
* May participate as part of an individual’s team in developing an employment plan
* Participates in negotiating the services defined in the Employment Plan or DVR contracts
* Supports the development and implementation of agency goals, priorities, and policies for the agency to function effectively.
* Responsible for the preparation of case notes regarding the services provided in relation to Employment Plans and DVR contracts as well as monthly reports related to wages or hours worked by the individual as required.
* Maintain communication with management.
* Attend mandatory trainings as needed for ENSO staff or the individual.
* Additional responsibilities and duties as negotiated and assigned by the program manager.

**Preferred Qualifications:**

1. Knowledge, ability and desire to work respectfully with people with disabilities
2. Ability to relate to a diverse set of situations and individuals
3. Ability to express ideas clearly and concisely, written and verbally
4. Self-directed and can work independently

**Mandatory Qualifications:**

1. Must possess a valid Washington State Driver’s License
2. Must possess and provide proof of private auto liability insurance
3. Must complete criminal background search
4. Must possess current certification in first aid, CPR and blood borne pathogen prior to working alone with a client.