

This Employment Specialist is directly responsible for the overall management and administration of the Supported Employment Program. An employee in this position is responsible for developing and maintaining positive community relationships for the purpose of finding gainful community employment opportunities for individuals with intellectual and developmental disabilities. This person will also seek out new business opportunities for the purpose of vocational growth and development. This position is responsible for the overall management of their program i.e. ensuring services are being provided as authorized, monitoring the training needs of the program, and assisting individuals/families through the process. This position works closely with the Executive Director and Vice Executive Director through program and budget development, coordination of special projects, and business opportunities. Work is performed under the general direction of the Vice Executive Director with periodic review of work conducted through conferences and observation. A Bachelor's Degree in the area of Human Services and experience working with individuals with intellectual and developmental disabilities, a valid FL driver's license, and the ability to obtain local and federal background screenings are requirements for this position. EEO.