

Employment Specialist

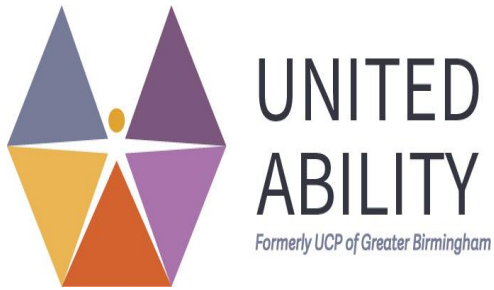
Working 32 hours per week serving Covington, Butler, Crenshaw and Pike Counties. Individual hired for role must live in Covington, Butler, Crenshaw or Pike County, Alabama. Cities include Troy, Andalusia, Luverne, Greenville.

United Ability is an organization that provides a variety of services to individuals with disabilities. We are currently seeking candidates to join our team as an Employment Specialist-Hybrid supporting individuals with disabilities through competitive integrated employment, and transition services, with additional support for work-based learning experiences. This position provides transition-focused instruction, pre-employment skill development, job development, job coaching, and ongoing supported employment services. The role collaborates with students, adults, families, schools, employers, and ADRS counselors to help individuals explore career interests, build workplace readiness skills, obtain competitive employment, and maintain long-term success.

If you are someone who has a passion for helping people, someone who is energetic, and someone who is career-oriented and looking for more than just a “job”, then you have found your calling. Each day working with these individuals and being a part of their employment goals will allow you to see how much your work matters!

A career at United Ability also includes:

- Medical, dental and vision insurance
- 3 weeks paid vacation with additional paid sick time
- Subsidized childcare for eligible employees
- Life insurance, disability benefits, health and wellness programs
- Retirement savings plan with employer match.
- Immediate app that allows you to draw your earned pay when you need it



Collaborating with other team members, you will:

Employment Services

- Maintain an assigned supported employment caseload.
- Provide job development, job placement, onboarding, and on-the-job coaching.
- Support individuals with applications, interviews, workplace expectations, and accommodations.
- Collaborate with employers to promote inclusive hiring and job retention.

Work-Based Learning

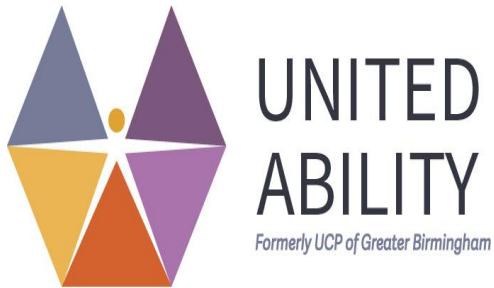
- Support work-based learning experiences through onboarding and job coaching at community worksites.
- Assist with the work-based learning program and serve as a job coach during summer programming as assigned.

Transition & Pre-Employment

- Provide transition and pre-employment services, including job readiness, career exploration, self-advocacy, and workplace expectations.
- Develop and deliver Pre-ETS and transition-focused instruction aligned with individual employment goals.
- Coordinate with schools, families, and counselors to support successful transitions to employment or adult services.

Documentation & Collaboration

- Complete all required documentation and billing in accordance with ADRS, CARF, and organizational standards.
- Communicate regularly with ADRS counselors, schools, employers, and internal teams.
- Participate in staff meetings, training, and program planning.
- assessments.



Applicants' general qualifications include:

- High school diploma required. Bachelor's degree preferred.
- Excellent communication skills.
- Experience in employment services, transition services, job coaching, or workforce development preferred.
- Strong organizational skills and ability to manage multiple service types.
- Ability to work independently and collaboratively across community, school, and remote settings.
- DMH/ADRS Customized Employment Training required or willingness to obtain.
- Reliable transportation and reliable home internet access required.
- Flexible schedule availability may be required.
- Valid driver's license required.

Please note that this job description is not designed to provide a comprehensive list of all activities, duties, or responsibilities that are required of the employee for this position. Job duties may change at any time and without prior notice. New job duties may be added as needed.

Reasonable Accommodations:

Please also note that reasonable accommodations may be made to enable employees with disabilities to perform the essential functions of the position.

Interested candidates can apply online at:

<https://www.paycomonline.net/v4/ats/web.php/portal/5C37E19C6D998485DF711B5C02CB30F2/jobs/155125>

To learn more about United Ability, please visit our website:
www.unitedability.org