

# Do you like ...



- **Being part of your community?**
- **Networking with local businesses and organizations?**
- **Assisting individuals in achieving personal career goals?**

## **Think about joining the team at Portal inc!**

### **We have a full time position within our Employment Services team!**

*Full time (approximately 30-40 hours/week)*

*Monday-Friday with some Saturday hours.*

*Primarily daytime hours; some later afternoons to early evenings.*

#### **Job Summary:** The primary responsibility is:

- Working closely with individuals with intellectual/developmental disabilities Portal, inc serves and supports, connecting them with and supporting them within community-based job opportunities.

#### **CORE Responsibilities:**

- Conducts and completes assessments for new individuals served to learn of skills, abilities, interests and support needs for community employment.
- Provides individualized job support, negotiates work-related needs, and facilitates social integration and interdependence of natural supports to minimize job coach supports for successful community employment.
- Coordinates services and case management for individuals served with a focus on long-term support needs.
- Effectively communicates with individuals, families, other service providers, case managers, employers and other Employment Services staff as appropriate relative to individual's status, ensuring confidentiality.
- Completes all required documentation to department, employer, funding sources, etc.
- Develops community business relationships for potential job development.
- Assists Transition Coordinator with curriculum implementation for Adult Life Transition (High School student) services.

#### **Key Requirements/Skills:**

- Bachelor's Degree in Human Services or related field or at least two years equivalent prior experience required.
- Minimum of one year prior experience working with adults with disabilities preferred.
- Experience in past leadership position, business networking and relationship building beneficial.
- Valid WI drivers license with clear record required.
- Excellent interpersonal and communication skills required.
- Must be flexible to adapt to a variety of work settings, environments, and schedules.

Submit letter of interest outlining applicable skills, experience and wage expectation to [opportunities@portalinc.org](mailto:opportunities@portalinc.org).

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