



**Job Opportunity**  
**Employment Coordinator**  
**30 - 40 hrs/week**  
**Primarily daytime hours with some**  
**Saturday's, later afternoons – early evening**  
**Posted: April 12 2021**

**Job Summary:** Coordinates/facilitates relationships with businesses to establish supported work opportunities and case management for participants involved in community-based employment.

**CORE Responsibilities:**

- Develops community business relationships for potential job development to secure employment and program marketing.
- Conducts and completes job development plan and/or assessment to determine skills, abilities, interests and support needs for community employment.
- Provides initial individual job support needs, negotiates work-related needs and facilitates social integration and interdependence of natural supports.
- Coordinates services and case management for participants with an emphasis on Division of Vocational Rehabilitation (DVR).
- Coordinates and provides effective communication with staff, participants, families, other service providers, case managers, employers and other Agency staff relative to participant job status.
- Completes all required documentation to department, employer, funding sources, etc.

**Key Requirements/Skills:**

- Bachelor's Degree in Human Services or related field or at least two years equivalent prior experience required.
- 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 and experience to [opportunities@portalinc.org](mailto:opportunities@portalinc.org).