The Arc of Southeast Iowa is a nonprofit organization committed to being a leader in offering information, services and advocacy to individuals with disabilities, their families and our community. We are seeking a qualified candidate to join our Service Team. If you are able to work independently as well as part of a team, have strong organizational skills, have effective verbal and written communication skills, and are motivated to help others to reach their goals, then this a good opportunity for you.

**Job Description:** The Employment Specialist is responsible to maintain a caseload of individuals seeking employment services and to work with community employers to find the best matches for placement. Responsibilities include: developing and retaining relationships with community employers and funders as well as providing assessment, training, and job placement.

**Attributes needed:**
- Strong written and verbal communication
- Work commitment/initiative
- Client/Funder/Employer satisfaction
- Time management & adhering to deadlines
- Flexibility
- Relationship building
- Effective work plan
- Problem solving/decision making
- Productivity improvements
- Successful job placements
- Timely completion of IVRS billing reports
- Training curriculum updates
- Personal development—seminars, etc.
- Professional grooming and professional dress

**Employment contingent upon:**
- Criminal history checks, child and dependent adult abuse clearance
- A professional reference
- Reliable transportation
- Bachelor’s degree in human service related field and completion of Certificate Employment Services Professional preferred

**Job Type:** This is a full time administrative position. Hours are typically M-F 8am to 4:30pm with some flexibility. Evening and weekend hours occasionally required.

**Benefits:**
- Health and Dental coverage
- Paid time off and Holidays
- Life and long-term disability insurance

Send resume, cover letter, and contact information for at least two professional references to Alissa Voss: alissavoss@arcsei.org or mail to 2620 Muscatine Ave, Iowa City, IA 52240.