
Human Resources Unlimited

Employment Opportunity

POSITION: SR. EMPLOYMENT COORDINATOR

Open Until Filled

Program/Dept: LIGHTHOUSE (A clubhouse model program which provides employment, job readiness, education and other support services to adults with mental illness)

Schedule: Monday - Friday 8:00 a.m.-4:30 p.m. Salary: \$28,720 (Grade 7)

Flexibility required

QUALIFICATIONS SUMMARY

Prefer: Bachelor's in related field with two years of mental health experience.

Will consider Associates, High School diploma or GED with two years human service experience.

Strong interpersonal, problem solving and organizational skills.

Strong communication and presentation skills and ability to communicate with different constituent groups.

Experience in marketing, job development and networking.

Demonstrate respect for the rights and abilities of people with disabilities.

Valid driver's license, good driving record and own vehicle.

Prefer also: Clubhouse mode. Or vocational/training program experience.

Computer literate.

Bi-lingual (Spanish/English) strongly desired

SUMMARY OF RESPONSIBILITIES

1. Responsible for overall coordination of Lighthouse employment acquisition, including job development, identification of needs and priorities.
 2. Develop and maintain relationships with employers.
 3. Represent Lighthouse at various networking events and functions for the purpose of developing job leads and marketing Lighthouse.
 4. Oversee transitional employment system identifying needs, gaps and evaluating sites.
 5. Oversee personal employment planning process.
 6. Serve as primary contact for members to funders in areas relating to benefits and entitlements.
 7. Coordinate employment unit.
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SEND COVER LETTER AND RESUME TO: Deb Augherton

HUMAN RESOURCES UNLIMITED

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Human Resources Unlimited (HRU) is a private, not-for-profit agency which has provided employment, training, and pre-vocational services to people with developmental, psychiatric, and other disabilities or disadvantages since 1970.

Internal candidates are given priority consideration.

HRU IS AN AA/EOE EMPLOYER. MINORITIES, PEOPLE WITH DISABILITIES, VIETNAM VETERANS, AND WOMEN ARE ENCOURAGED TO APPLY. WE ARE PREPARED TO MAKE REASONABLE ACCOMMODATIONS TO PEOPLE WITH DISABILITIES TO ENSURE EQUAL ACCESS TO EMPLOYMENT.