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Employment Specialist I

Employment Resources, Inc., a Wisconsin nonprofit, seeks a full-time person to provide customized and supported employment services to youth and families. The person in this position will be working with adults, youth, and families in Milwaukee County and the surrounding area.

This could be the right opportunity for you if:

- You are comfortable connecting with employers, community partners, families and youth;
- You are eager to learn new approaches and ways of helping people to understand how their strengths translate into meaningful employment; and
- You believe everyone can work and be included in their community.

A Bachelor's or Associate Degree in human services, education, business, paralegal or allied health field or equivalent training and experience required. We are looking for someone with strong communication and interpersonal skills, high attention to detail, and the ability to learn very specific information and requirements. Must work well independently and as part of a team with the ability to prioritize and meet deadlines while remaining flexible. The ability to relate, communicate and engage diverse populations is important. You must have the ability to develop your knowledge, skill, and abilities related to Customized Job Development, Customized Employment Components, Business and Employment Practices, and Business Networking. You'll need to be able to creatively approach and work through challenging situations.

This job will be based out of a Wauwatosa office with extensive travel throughout the greater Milwaukee County area for client and other meetings. Travel to ERI's main office in Madison will be required at least weekly for the first six months after hire. You must: possess a valid Wisconsin driver's license and proof of personal auto liability insurance meeting Wisconsin's minimum requirement; be able to pass and maintain clearance related to criminal, caregiver and sex offender background check requirements; and be capable using a computer and business software.

ERI is an equal opportunity employer with talented staff, as well as a creative and flexible work environment, excellent benefits, and generous earned time off policies.

To apply, please send **cover letter, resume and salary expectations** by September 12, 2018 to: jobs@eri-wi.org