## **Job details**

**Pay**

**$23.00 - $26.00 an hour**

**Job Type**

**Full-time**

**Shift and Schedule**

**8 hour shift with flexibility**

**Weekends as needed**

**Evenings as needed**

**Monday to Friday**

## **Benefits**

* 401(k)
* Paid dental insurance for employee
* Paid health insurance for employee
* Paid training
* Multiple paid holidays
* Mileage reimbursement
* Opportunities for advancement
* Paid time (sick and vacation)
* Retirement plan matching 6%
* Paid vision insurance for employee
* Cell phone stipend
* Company laptop

**Description:**

Come work for a small, inclusive organization with Joy of Work as a core value! We make positive impacts in the lives of those with intellectual and developmental disabilities, as we assist them with employment. You’ll work with local businesses to fulfill their hiring needs and assist those with disabilities in finding gainful employment in their communities. Teamwork, valuing individuals' gifts and celebrating success are also core values. At Centerforce, you will work with a great team of co-workers who like to have fun, but also are very committed and proud of the work they do. The leadership is family friendly, supports a good work/life balance, very supportive and committed to the success of our employees. Staff describe our work environment as being like a family. In staff satisfaction surveys our employees consistently rate job satisfaction at 95% or greater.

Your workdays will be varied and your schedule will be flexible.

As an employment specialist you will:

* Need excellent customer service and communication skills to interact with clients, families, employers, and the community.
* Work closely with your team members.
* Develop relationships with business/employers in the community to secure jobs for people with disabilities.
* Assistance of clients in building work readiness, social, and self-advocacy skills through work experiences and individual coaching.
* Document service through a cloud-based client management system.
* Facilitation of client job/activity starts and provide on-site training and guidance to both the client and their supervisors/coworkers.

**Pay and Benefits**

* This is a full-time position with an entry-level wage of $23 per hour or more, depending on experience.
* Full salary range for this position is $23 - $26 per hour.
* Medical/vision and dental insurance coverage at no premium cost to employees. Dependent coverage available at employee cost.
* 401K retirement plan, with up to a 6% company match dependent on contributions. (Match available after one year of employment).
* Opportunities for advancement.
* Business mileage reimbursement at IRS rate (currently $0.655/mile).
* Vacation accrual increases with tenure.
* Sick leave accrues at 1 hour for every 40 hours worked.
* Employee luncheons and picnics and recognition activities.
* Eleven paid holidays.

Hours of work typically run Monday through Friday, from 8 a.m. to 4:30 p.m. However, it is important that our employees understand the importance of supporting our clients during the hours that they work. This requires flexibility for evening and/or weekend assignments as needed, based on client caseload.

**Requirements:**

* Ability and desire to work respectfully with people with disabilities.
* Ability to communicate with others clearly, honestly and concisely, both verbally and in writing.
* Ability to maintain good attendance.
* Ability to work collaboratively with diverse groups and individuals from a variety of backgrounds.
* High school diploma or equivalent.
* Use of your personal vehicle, with proper insurance coverage due to variances in client work hours and worksites.
* Driver’s license with an acceptable driving record.
* Ability to pass initial and ongoing criminal background checks.

Centerforce is a small nonprofit agency that has been providing services to those with disabilities in our community through individualized and personalized services. Being a smaller boutique organization has allowed us to provide services since 1971.

Centerforce is committed to fostering, cultivating, and preserving a culture of social justice within our organization that supports diversity, equity, inclusion and anti-racism for the individuals we serve and our employees. Our employees are a valuable asset, and we believe that the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talents that our employees bring to their work contribute to our quality service delivery, as well as the success of the organization.

Please visit [centerforce.net](http://www.centerforce.net) to learn more about us and determine if Centerforce is the place for you.  
Apply today!

Equal Opportunity Employer  
It is the policy and intent of Centerforce to comply with all Federal and State laws concerning non-discrimination, equal employment and service opportunity, regardless of race, color, religion, creed, national origin, sex, sexual orientation, gender identity (or expression) age (except where age is a bona fide occupational qualification), marital status, pregnancy, genetic information, veteran status, or the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a disabled person, or any other characteristic protected by law.

Job Type: Full-time

Pay: $23.00 - $26.00 per hour

Benefits:

* Dental insurance
* Employee assistance program
* Health insurance
* Life insurance
* Paid time off
* Retirement plan
* Vision insurance

Schedule:

* 8 hour shift

Supplemental pay types:

* Potential for bonuses

Application Question(s):

* Do you have a personal vehicle available for use?
* Do you have automobile insurance?
* Are you willing to undergo a criminal background check? Background checks through the Dept. of Social & Health Srvcs. Info can be found here: <https://www.dshs.wa.gov/ffa/disqualifying-list-crimes-and-negative-actions>
* We are hiring for two positions that could serve Thurston, Pierce and/or S. King County clients.

Other Requirements:

* Education: High school or equivalent (Required)
* Driver's License (Required)

Work Location: In person, primarily out and about in the community