

Job Title: Employment Coordinator  
 Requisition Number: JO-1506-2554  
 Grade: 11  
 Salary Range: \$57,960.00 - \$74,727.00  
 Promotion Potential: No  
 Agency: Disability Services  
 Location: 1125 15th St NW  
 Area of Consideration: Open to the Public  
 Opening/Closing Date: 6/3/2015 - 6/13/2015

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**EMPLOYMENT COORDINATOR**  
**CS-301-11**  
**\$57,960 - \$74,727**

**Job Summary**

If you like to stay busy and immersed in cultural activities, then Washington, DC is the place to be! Museums, restaurants, great climate, green space and job opportunities are among the many positives of living in the Nation's Capital. Not to mention the residents of the District of Columbia are highly educated and the region has some of the best schools in the country. Each day the District of Columbia continues to be ranked in the top 10 of thriving city indicators where you can live, work and play.

This position is located in the Department on Disability Services, Rehabilitation Services Administration, Business Relations Unit. The mission of the Administration is to provide vocational rehabilitation and job placement services to eligible persons with disabilities including students transitioning from secondary education to enable them to prepare for, secure, regain or retain a successful employment outcome. This mission is accomplished when these clients are employed for more than 90 days. The purpose of this position involves evaluating, counseling, planning training programs to enhance job readiness job placement, follow-up and post-closure services to assure a satisfactory adjustment to employment.

The incumbent will be expected to perform job development activities by developing contacts with governmental and non-governmental agencies and other entities in the community. Contact the selective placement coordinators in private industry, nonprofits, Federal and local government and large corporations. Develop relationships with these employers and provide them with information on disabilities to guide them in working with people with disabilities. Represent the agency in seminars and meetings to disseminate information concerning the consumers. Meets established agency performance standards in terms of employer contacts, direct placements and job readiness training classes.

Works with clients in coordination with the rehabilitation counselor in securing employment suited to his/her strengths, resources, priorities, concerns, abilities, capabilities, interests and informed choice. Assist clients individually as needed with job readiness activities. Coordinates job readiness assistance from external vendors

Assist supervisors in coordinating employer contacts with counselors. Coordinate post-employment service with the counselor when necessary to assist the client in a satisfactory adjustment to employment and maintaining a successful employment outcome, such as, acquiring a job coach and providing them with any necessary accommodation. Ensure counselors are made aware of available jobs.

Perform other duties as assigned.

**Qualifications**

Applicant must have one (1) year of Specialized Experience at the next lower-grade level. Experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to marketing business strategies. Examples: responsibility for developing and coordinating with area wide businesses and employers to develop opportunities for the employment of individuals with disabilities.

**Education**

Minimum requirement: A high school diploma; education and work experience considered. A bachelor's degree preferred.

**Collective Bargaining Unit (Union)**

This position is in the collective bargaining unit represented by AFSCME 2401 and you may be required to pay an agency service fee through direct payroll deduction.

**Work Experience**

3 to 5 years of experience and knowledge of the background on intellectual and developmental disabilities sufficient to determine the requirements necessary to prepare an individual for placement in a job in the community.

Knowledge of the local labor market and its practices, work requirements and the needs of specific employers, employment trends, salaries and related information in order to assist individuals in preparing for, securing, and maintaining employment.

**Licensures, Certifications and other requirements**

None-Office equipment (e.g., computer, copier) - "Typical office equipment (e.g., computer, copier), A/V equipment"

**Work Environment**

The work is sedentary. Typically the incumbent sits comfortably to do the work. However, there may be some walking, standing and driving in order to visit consumers and employers at various locations.

Work involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting rooms, and training rooms. The work area is adequately lighted, heated and ventilated.