**Iowa Department for the Blind**

**JOB ANNOUNCEMENT**

**POSTING DATE:** October 29, 2015

**JOB TITLE: Senior Services Specialist for the**

 **Blind 1 / Employment Specialist**

**JOB CODE: 41151 Senior Services Specialist**

**for the Blind 1**

**LOCATION:** Northwestern, Iowa

**PART TIME/FULL TIME STATUS:** 1 Permanent/Full-Time Position

**SALARY MINIMUM:** $46,092

**SALARY MAXIMUM:** $70,200

JOB DESCRIPTION:

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The Department for the Blind (IDB) is seeking applicants for the position of Senior Services Specialist for the Blind 1/ Employment Specialist. This position is responsible for developing partnerships with employers, regional partners, educational professionals, and community rehabilitation programs to develop mutually beneficial relationships that will enhance service delivery and meet the needs of vocational rehabilitation clients. The position consults with business and industry to identify their needs and the potential strategies for how the IDB VR program can assist them in addition to providing information on the benefits of hiring individuals who are blind/visually impaired and technical assistance to companies regarding equipment that will enable individuals who are blind/visually impaired to operate successfully in a business environment. The position assists vocational rehabilitation clients in developing job readiness and job search strategies in addition to job placement. The position is domiciled in Western Iowa.

Duties and responsibilities to include the following areas:

**DUTIES:**

Employer Relations:

•Contact and consult with private employers, public and private non-profit agencies, employment agencies and civic groups by field visits, telephone and other communication to solicit employment and training opportunities for clients.

• Make presentations, conduct or facilitate employer workshops and meet with employers individually to provide information on a variety of topics to include: blindness-related information, accommodations, labor market, tax credits, cooperative ventures and business regulatory requirements.

• Develop and implement services that are based upon the various identified needs of businesses like: job postings and candidate outreach, specialized recruitment, applicant screening and assessment, and job fairs.

• Maintain detailed information on area employers regarding types of employment available, qualification for employment and salaries and benefits.

Partner relations:

•Contact community rehabilitation partners, vocational rehabilitation partners and workforce partners by field visit, telephone or other communication to solicit training and employment information; monitor and maintain records regarding agreements.

•Participate as a member on statewide and regional partnership teams; provide information to counselors and clients concerning regional and statewide activities.

 Client Services:

•Interview eligible applicants to determine work best suited to their particular skills and abilities; assess applicant qualifications and readiness for job referral, classroom training, on-the-job training or support services.

•Assist clients to prepare for interviews and assist with applications and resumes; conduct workshops in job search techniques and appropriate career planning methods.

 Public Awareness and Education:

• Advocate, consult, advise, educate, mediate, and intercede with service providers, employers, and the general public.

•Design and complete presentations for professional, educational, and consumer groups regarding IDB.

**SELECTIVE CERTIFICATIONS:**

**752: VOCATIONAL REHABILITATION**

6 months’ experience, 12 semester hours, or a combination of both that specifically relates to employment and training services for individuals with disabilities. That knowledge base will include an awareness of the unique needs of this population, laws relating to discrimination or reasonable accommodations, assistive technology, and an understanding of employment and training systems and services, especially as provided in Iowa.

**257: CAREER DEVELOPMENT COUNSELING**

6 months’ experience at the high school or college level or in the public or private sector such as Iowa Workforce Development or an employment agency. In the case of the latter, must have experience analyzing and assessing applicants’ work and education history and applying it to career goals.

• Must possess broad knowledge of postsecondary education and/or job training infrastructure.

• Must be able to communicate with program participants of varying academic and vocational abilities

 It is the policy of the Department for the Blind to conduct background checks on all finalist candidates prior to any offer of employment.

For further information, contact VR Program Supervisor, Keri Osterhaus, 515-281-1281 or 800-362-2587.

**MINIMUM QUALIFICATIONS:**

Graduation from an accredited college or university with a degree in human service-oriented sciences, education, marketing or business and experience equal to three years of full time professional work.

For additional ways to qualify, please click on this [link to view the job description](https://das.iowa.gov/sites/default/files/hr/documents/class_and_pay/JobClassDescriptions/SeniorServicesSpecialistfortheBlind1-41151.pdf) and minimum qualifications.

**POST CLOSE DATE: November 18, 2015**

**TO APPLY:**

**NOTE: This is a courtesy posting for a non merit position.  Applications sent only through this DAS -HRE website will not be considered.**

Positions in this class are exempt from the screening and referral requirements of the Iowa Department of Administrative Services – Human Resources Enterprise.

Apply directly to the employing agency by sending a cover letter and resume by 11:00 pm on the closing day to:

Keri Osterhaus
Iowa Department for the Blind
524 Fourth Street
Des Moines, IA 50309

Email: keri.osterhaus@blind.state.ia.us