



STARability Foundation Employment Consultant

The STARability Foundation Supports people with disabilities by providing life-transforming opportunities that emphasize **Teamwork** and connection to the community to build **Awareness** and **Respect** for individual abilities. STARability serves individuals with intellectual and developmental disabilities in Southwest Florida, where we provide lifelong support. STARability opens up a whole calendar of engaging activities with innovative and creative programs that focus on continuing education, teamwork, and community involvement.

Position Summary

The Employment Consultant helps people with disabilities search for and obtain employment. This involves assessing candidates upon intake, identifying and supporting opportunities to explore positions and build skills, preparing for and completing the application process, and providing job coaching and ongoing follow-up.

This position will report to and work directly with the Vocational Services Manager. The Employment Consultant will also collaborate with other department staff, including job coaches, to ensure the long-term success of participants placed in jobs. The Vocational Services team works closely with the Trailblazer Academy team to support the employment goals of Trailblazer participants.

Responsibilities

- Evaluate candidates to identify their job readiness, interests, skills, training needs, and employment goals.
- Assist candidates with resumes, cover letters, job applications, interviewing, and onboarding training.
- Contribute to the development of individualized vocational plans.
- In adherence with Vocational Rehabilitation guidelines, submit timely reporting information for Vocational Rehabilitation clients, including but not limited to monthly progress reports, Career Support Inventories, and Long-Term Support Plans.
- Provide job coaching, including on-site and direct instruction, support during employer evaluations, natural support development, and at work-related initiatives or events.
- Continuously evaluate the progress of participants and maintain data through case notes, service delivery tracking, task analysis, and performance evaluations to be submitted weekly.
- Maintain contact with and provide ongoing updates to participants' support teams.
- Support the Vocational Services Manager in developing visual supports, task lists, and lesson plans.
- Assist with vocational programs, such as Work Club and Career Camps.
- Work with the Trailblazer Academy team to provide support for programming related to vocational training and employment readiness.
- Contribute content for the Vocational Partner Newsletter, social media, and blog posts.
- Proactively seek employment and training options in the community and identify opportunities to establish new vocational partnerships and maintain relationships.
- Collaborate with employers for job customization, accommodations, and natural support development.
- Periodic assistance at social and fundraising events, including the Annual Gala is expected.
- Assist with other projects and duties as assigned.



Qualifications

- Bachelor's degree preferred in social work, education, behavioral sciences or related field, or equivalent work experience.
- One to two years of experience providing services to people with disabilities or other vulnerable populations preferred.
- Excellent presentation and verbal and written communication skills.
- Ability to apply general principles of education, vocational training, and socialization for individuals with disabilities.
- Ability to be flexible, patient and handle a variety of situations.
- Ability to communicate with a wide variety of individuals within the community.
- Proficiency in Microsoft Office (Outlook, Teams, Word, Excel) required.
- Canva and Salesforce experience preferred.
- Must pass Level 2 Background Check.
- Must have valid Driver's License and be eligible to drive STARability vehicles; local travel in personal vehicle and company van required.

Hours & Compensation

This is a full-time, benefits-eligible position with a starting salary of \$45,760.

Applying

To apply, please submit a cover letter and resume to halley@starability.org. No phone calls, please.