



Ability and Choice Services, Inc.
Job Announcement

Job Title:	Employment Training Specialist	Location:	Salt Lake County
DOL Status:	Non Exempt	Date posted:	
Working Hours:	Varies	Posting Expires:	
Salary Range:	12.00 to 14.00 per hour	Posting URL:	www.abilitychoice.org/hr

Application Instructions:
All applicants are required to complete an application; resumes will NOT be accepted in place of an application.

website: www.abilitychoice.org/hr (preferred)
 after completing the online application, resumes may be faxed or emailed

NO PHONE CALLS
Only those selected for interviews will be contacted.

Or alternatively: Download Application from website
Mail to:
 Ability and Choice Services, Inc.
 3855 S 500 W #E
 South Salt Lake, Utah 84115
 Fax: 801-207-8520 or hr@abilitychoice.org

Description

The Employment Training Specialist is responsible for providing direct supported employment services to assigned service recipients. Such services may include, but are not limited to, job development, vocational assessment, job site/task analysis, job match, intensive on-the-job training, fading, and documentation. Many of the positions require travel from assignment to assignment throughout the day. Hours vary including day, evenings and weekends.

Desired Qualifications (beyond minimum requirements on job description)

- At least a high school diploma, GED or equivalent, some coursework in the social sciences is preferable
- Good English penmanship for writing reports and basic computer competency
- Reliable transportation
- Enjoys working with adults with developmental disabilities
- SOARS, Mandt or equivalent certification
- First Aid and CPR certification
- Job Coach Certificate

Pay and Benefits

Full-time staff working more than 30 hours per week are eligible for benefits the first of the month following a 60 day waiting period of full time employment. Benefits include co-paid health and dental insurance, vacation and sick time benefits. See Policy 904.0 for complete details on our website.

The salary range listed is what is available for this position; new appointments are generally started at the lower end of the range depending on education and experience.

Important Information about Background Checks

Due to the nature of the people we serve, Utah State laws require a criminal background review. Applicants with a history of abuse, exploitation and other related offenses or any felony will be denied employment or terminated if currently employed. The Department of Health has an appeal and review process for applicants and employees adversely affected. (Requires both photo ID and Social Security Card to process).

In addition, we may pre-screen applicants for criminal, civil and other publicly available information. If adverse action is based on any of these results, the applicant will be notified in writing with the source and results of the information and given the opportunity to comment as appropriate.

Applicants will be required to provide documentation for credit given for education, military status, workforce credit status and other accommodations prior to an offer of employment.

We are a drug-free workplace. All new hires are required to submit to a pre-employment and random drug screenings as a condition of employment.

We participate in the E-Verify program; if hired, your employment will be contingent upon confirmation of your employment eligibility through the E-Verify system.

This job announcement is not a contract and the terms and conditions of employment are subject to change.

Last Updated By:	Human Resources	Date:	11/30/2011
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