

# Hi-Hope Service Center, Inc.

## JOB ANNOUNCEMENT

Hi-Hope is a Drug Free Workplace (Pre-Employment Drug Screen Required)

<b>Position Type:</b> Employment Support Technician	<b>Posting Date:</b> February 25, 2010	<b>Internal Job Closing Date:</b> March 5, 2010
<b>External Job Closing Date:</b> Until Filled	<b>Salary:</b> \$10.00 an hour (non-exempt)	<b>Work Hours:</b> Flexible 40hrs workdays depend on needs of individuals being served

### Application Process:

**Current Employees Contact HR for Internal Application for submission by Internal Closing Date.**

Applications must be completed at Hi-Hope Service Center Inc. 882 Hi-Hope Road, Lawrenceville, 30043; Monday – Friday 8am until 4pm.

Resumes will not be accepted in lieu of a completed application.

**Applications will be accepted until 5pm on day of closing.**

**NO EXCEPTIONS. NO PHONE CALLS PLEASE.**

**Essential Job Duties** (duties are illustrative only, incumbent may perform some or all of these duties or other job-related duties as required)

- Consistent effective communication in written form and orally
- Job development, training and group facilitation on relevant issues that will help with continued client employment
- Provide transportation of clients as needed in addition to coordinating transportation services for clients to and from work
- Stay informed about emerging issues and trends in the job placement and training industry to assist the developmentally disabled in obtaining and maintaining employment in the community
- Manage a caseload of at least twelve ensuring documentation of services provided is captured in accordance with company and department policy and procedures
- Create and maintain 30-Day job development goal plans for individuals on caseload
- Place at least one individual on a job every 90-days and provide hands-on assistance during their first ninety days on the job to ensure a successful placement.
- Must be detailed oriented.
- Maintain positive and constructive communication with families via email, letter writing, etc.
- Frequent communication with supervisor and other members of management
- Represent employer at various functions and meetings as directed
- Provide on-going counseling and support
- Ability to work flexible work schedule
- Prior job placement experience a plus

**Requirements:**

- Must be 21 years of age
- Must have high school diploma or equivalent
- Must have a current Georgia Driver's license for three (3) years
- Must have access to transportation and maintain at least combination liability vehicle insurance coverage (\$25,000/\$50,000/\$25,000)
- Background check including fingerprinting and an acceptable seven year motor vehicle check
- Pre-employment physical, urine drug screen, and negative TB test results