



## **SAIL, Disability Network of the U.P.**

**1200 Wright Street, Suite A**

**MARQUETTE, MI 49855-4744**

**Phone: 906-228-5744 Fax: 906-228-5573**

**Website: [www.upsail.com](http://www.upsail.com)**

### **SAIL JOB POSTING**

### **EMPLOYMENT OPPORTUNITY**

**Applications due no later than Noon, Wednesday, January 3, 2018**

**Position Available: Employment Services Specialist**

**Job Type:** Full-time hourly, 40 hours per week

**Starting Wage:** \$16 - \$17 per hour

**Work Schedule:** 40 hours per week, travel involved, office hours usually 8:00am – 4:30pm, some flexibility of work hours on days that involve travel

**Reports To:** Employment Services Director

**Organization Description:**

SAIL's mission is to assist individuals with disabilities and promote accessible Upper Peninsula communities for all. Serving the 15 counties of the U.P, SAIL is a private, non-profit organization that was established in 1998.

**Position Description:**

The Employment Services Specialist is a motivated and creative individual who will develop effective relationships with consumers, ages 14 years and older, with disabilities to deliver a variety of employment-related services across the Upper Peninsula. This position will assist consumers by providing assessments, trainings and work based learning experiences through authorizations from Michigan Rehabilitation Services.

**Expected Duties and Responsibilities:**

- A. Complete individual and group services based on the Employment Navigation Services contract made by a referral process from Michigan Rehabilitation Services including, but not limited to, services for individuals with disabilities, ages 14 and older including adults of all ages such as:
  1. Assessment Services
  2. Training Services
  3. Work based learning experiences
  4. Classroom and small group services
  5. One-on-one services
- B. Be responsible for assisting consumers develop career goals, teaching pre-vocational and job skills, providing career skills training and assisting consumers both on and off the job to help maximize success in the workplace and ensure an outstanding, productive member of the workforce.

- C. Identify specific support needs which will increase the individuals overall success in obtaining and/or maintaining employment in an area of their choice.

**Desirable Qualifications:**

- A. Education: Bachelor's or Master's degree in related field; will consider equivalent work experience.
- B. Experience: Two years working in a professional environment or non-profit is required.
- C. Be a team player. Strong interpersonal skills and demonstrated professional presence within the community and agency (co-workers, volunteers and consumers).
- D. Support SAIL's mission and values. Sensitivity to and awareness of independent living issues and demonstrated commitment to the Independent living philosophy.
- E. Exceptional time management and organizational skills, detail oriented and adept to meeting deadlines.
- F. Must be able to travel outside of Marquette County.

**Though not a requirement of the position, people with disabilities are strongly encouraged to apply.**

**Please submit a cover letter, completed SAIL application and resume no later than Noon on Wednesday, January 3, 2018:**

Superior Alliance for Independent Living (SAIL)  
Attn: M. Griffen, Associate Director  
1200 Wright St. Ste. A  
Marquette, MI 49855  
or  
marcy@upsail.com  
Fax (906) 228-5573

**\*No phone calls will be accepted pertaining to this position.**

Please find a copy of our application and job description on our website:  
[www.upsail.com/employment.php](http://www.upsail.com/employment.php)