

POSITION AVAILABLE IMMEDIATELY

POSITION: **Employment Training Specialist – Full Time**

POSITION SUMMARY:

The Employment Training Specialist assists the people we support to obtain and sustain competitive employment. They help to educate businesses about the skills and talents of people who are differently-abled, promoting diversified workplaces and building communities. Excellent communication and marketing skills are essential to find the best employment fit for individuals and employers, and to properly document services within the required timelines. The ETS is required to respond quickly and professionally to emails and phone calls, and document all work within the expected timelines.

REQUIREMENTS:

1. Personal and/or professional experience in working directly with people who have developmental disabilities
2. Valid driver's license and reliable vehicle for travel
3. Strong computer skills with word processing software
4. PA Criminal, Child Abuse and FBI clearance
5. Bachelor's degree in a related field preferred but not required

For more information, please contact:

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E.O.E.  
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The mission of The Arc of Chester County is to advocate, educate and provide services to empower individuals with disabilities and their families to enhance the quality of their lives. The official registration and financial information of The Arc of Chester County may be obtained from the Pennsylvania Department of State by calling toll free within Pennsylvania 1-800-732-0999. Registration does not imply endorsement. The Arc of Chester County is a 501 (c)(3) nonprofit organization—contributions to which are tax deductible to the fullest extent permitted by law.

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The Arc of Chester County is affiliated with The Arc of Pennsylvania, The Arc of The United States, and The United Way.