



Job Title: Career Specialist

Schedule: Part-time, day-time hours

Office location: Work remotely and travel to work site as assigned

The Career Specialist will support program participants of all abilities, ages 14-21 in obtaining employment services and pre-employment transition services.

Responsibilities: Assess and guide individuals' abilities, skills, interests, vocational strengths and weaknesses, and job readiness. Maintain effective working relationships with all community partners, vocational rehabilitation representatives, and employers. Provide assistance with goal setting, resume preparation and job search. Must have reliable transportation to travel throughout West Central MN (up to one hour one-way of travel).

Qualifications: Related experience and/or education equivalent to an Associate's degree or higher in social services, counseling, Human Resources, education or related areas. Familiarity with employment and training programs helpful. Computer knowledge required, along with ability to work remotely and virtually as needed. Bilingual skills a plus.

Together, we have an opportunity to empower Minnesotans with disabilities to achieve their goals for employment, independent living, and community integration. If you understand that this talent pool is misunderstood in the workforce, and that each disabled individual brings unique value to the workforce, then you are who CCS is looking for! We are not only working to better the lives of others but are also educating employers how to recognize this often underappreciated talent pool.

Please send a letter of interest and resume to Amy Johnson, Cardinal Consulting Solutions, PO Box 55, Ashby, MN 56309, or via e-mail at ajohnson@ccsworkforce.com.

An Equal Opportunity Employer/Provider. Employment is contingent upon successful completion of a background check.