



Employment Services Intern

- I. **PURPOSE OF POSITION:** To assist consumers in the Employment Program to learn how to job search, apply for jobs, and ultimately land a job in the career of their choice. To provide clerical support to the Employment Services staff.
- II. **POSITION PARAMETERS:** Reports directly to the Employment Services Manager; Unpaid Internship; Minimum of 20 hour per week; Mileage & expenses reimbursed.
- III. **MINIMUM QUALIFICATIONS:**
 - Currently working on a degree in a field related to the positions job activities, or, equivalent education and work experience;
 - Excellent written and verbal communication skills and the ability to present information in a clear, concise manner;
 - Literacy in computer applications including word processing, excel, and Microsoft outlook;
 - Ability to pass SSA background check
 - Ability to handle multiple tasks;
 - Professional manner in dress and when interacting with others both inside and outside of the organization;
 - Reliable transportation;
 - Good team working skills;
 - Self-motivated;
 - Personal experience and/or an intimate knowledge of disabilities;
 - Strong desire to see the Independent Living Philosophy carried out in the community.
- IV. **JOB ACTIVITIES AND PERFORMANCE INDICATORS (in order of priority):**
 - A. **Assist current consumers in obtaining employment.**
 - PI. Set up regular (typically weekly) meetings to complete job search tasks.
 - PI. Ensure case notes and other required consumer documentation is completed within 48 hours of contact.
 - PI. Arrange for mock interviews when appropriate.
 - PI. Complete job development duties
 - PI. Arrange for Work Based Learning activities
 - PI. Assist with creation/updating of consumer resume.
 - PI. Guide, train and direct consumer on how to complete job applications online or via paper.
 - B. **Provide support to the Employment Services staff.**
 - PI. Ensure all active consumers Releases of Information forms are up to date in their files.
 - PI. Search for job vacancies in and around RAMP's service area to be shared with Employment Services staff and/or their consumers to investigate for matches.
 - PI. Ensure the job development log is updated and complete.
 - PI. Other duties as assigned related to the Employment Services Program.