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.

Revised: 3/25/20