



JOB VACANCY NOTICE

IRT Employment Consultant

Location: BAC Rockledge

Essential Duties & Responsibilities

- Establishes the program management functions that drive the overall direction, coordination, execution, and control of the IRT program
- Collects, evaluates, and modifies program information and data ensuring consistency with the BAC's strategy, commitments, and goals
- Provides guidance and leadership to program staff and leads the team to focus on program outcomes
- Arranges and participates in program participants' multi-disciplinary team meetings
- Provides community outreach activities and facilitates the Industry Advisory Council and the Client Advocate Board
- Manages program activities in a manner to maximize participation while minimizing costs in compliance with all applicable rules, regulations, and laws
- Receives, responds to, investigates, and provides resolution on inquiries, concerns, and complaints

Minimum Qualifications

- ❖ Bachelor's degree in social work, behavioral science or related field; supplemented by four or more years of progressively responsible social services experience, including at least one year of supervisory experience; or an equivalent combination of education, certification, training, and/or experience.
- ❖ **Experience working with individuals with special needs is a plus**

Skills & Capabilities

- Ability to operate a computer using Microsoft Office products (Word, Outlook, and Excel) and applicable department/organization specific software
- Ability to handle confidential employment information with tact and discretion
- Ability to read, analyze, and interpret program related laws and regulations and establish necessary work processes and procedures
- Ability to manage multiple priorities to ensure that deadlines are met
- Ability to lead and motivate others to achieve goals
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes

Full Time: Monday thru Friday, 8:00am – 4:30pm

Hourly rate starts at \$14.20

Competitive Benefits – including group insurance coverage for health, dental, vision, life/AD&D, short-term and long-term disability income benefits; Flexible Spending Account; Paid leave benefits for Vacation, Holidays and Sick Leave; 401(k) Retirement Plan (pre-tax and Roth options) with employer contributions; and more!

Accepting applications thru Friday, June 29, 2018

Applications can be completed through our website: www.bacbrevard.com

A completed application is required

Brevard Achievement Center

Providing innovative services for individuals with disabilities to achieve personal success!

1845 Cogswell St.; Rockledge, FL 32955; Fax: 321-609-4471

All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of disability, being a veteran, female, minority or in another protected group. We are a Drug-Free Workplace.