



**Employment Specialist**  
(Job Number 002423047)



**Employer:**

WE ARE HOPE INC.

1300 EGG HARBOR RD  
STE 124

STURGEON BAY, WI  
54235-1268

[www.WeAreHopeInc.org](http://www.WeAreHopeInc.org)

**Work Site:**

Door County

Our Organization and offices are located in Sturgeon Bay, however will be working with individuals in Door, Kewaunee and Brown Counties.

**On Bus Route?**

No

**Pay:**

\$14.00 Per Hour

Based on experience; opportunity for advancement.

**Duration/Hours Per Week:**

Full-Time, 40 Hours Per Week Minimum

**Shift/Work Days:**

Hours will vary based on participants needs; evening availability is a must based.

Days will vary based on participants needs; weekend availability is a must.

**Number of Openings:**

1

**Minimum Requirements of Employer:**

National Career Readiness Certificate:

Preferred

Education:

Associate Degree Desired

Professional Licenses / Certifications:

No Licenses or Certifications Requested

Vehicle:	Required, Mileage reimbursement available.
Drivers License:	
Type:	Class D - Regular (Auto, Light Truck, Moped) Required
Endorsements:	No Endorsement Requested
Age:	No Age Requested
Experience / Qualifications:	<p>*Valid drivers license and vehicle insurance required.</p> <p>*Must be able to motivate and understand the needs of participants.</p> <p>*Looking for creative thinker, team player and problem solver.</p> <p>*Must be willing to work flexible hours.</p> <p>*Strong verbal and written communication skills a must.</p> <p>*Proficient in Microsoft Word and online application processes.</p> <p>*Resume development and report writing essential.</p> <p>*Must be willing to travel within Door, Kewaunee and Brown Counties.</p> <p>*Ability to work with diverse populations.</p>
	Background check required. <a href="#">Notice for Job Seekers</a>

## Duties and Responsibilities of the Job:

**IMMEDIATE OPENING:** Looking for a resourceful and motivated person to provide one-on-one job training and related employment services to individuals with disabilities. You will establish and maintain relationships with employers and will assist individuals with barriers to employment towards self-sufficiency and independence. Finding and creating job opportunities within the clients employment goals and you will assist these individuals in developing job skills, on the job training, obtaining and maintaining employment. Maintaining timely verbal and written reporting.

## Benefits:

Insurance:	Health Insurance, Dental Insurance, Disability Insurance, Vision Insurance
Leave and Holidays:	Personal Leave, Paid Holidays
Retirement & Financial:	Retirement
Education and Training:	Paid Training
Miscellaneous Benefits:	Flexible Work Schedule
Other Benefits:	Work vehicles are available and is preferred transportation; if personnel vehicle is utilized mileage reimbursement is available.

## Company Profile:

We Are HOPE, Inc. is a 501 c. 3 non-profit organization which has been providing services to families in Door, Kewaunee and Brown Counties since 1978. Our purpose is to improve the quality of life to persons and families in our service area by providing comprehensive programs in the areas of employment search, career exploration and skill building. We Are Hope Inc. operates the Door County Job Center. We Are Hope Inc. is an Equal Opportunity Employer.

## How To Apply:

<b>Additional Application Information</b>	Email a cover letter, resume and references to Kim Carley at <a href="mailto:kcarley@WeAreHopeInc.org">kcarley@WeAreHopeInc.org</a> . Please reference Job Order Number in your email.
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