



IBA Resources, LLC.

We are searching for a self-motivated Independent Contractor to join our expanding team!

To ensure success as an Independent Contractor, you should possess excellent communication, analytical, and problem-solving skills. Ultimately, an outstanding Independent Contractor will produce high-quality results with minimal supervision.

Company Description:

IBA Resources, LLC. promotes integrated, competitive employment for job-seekers with differing abilities. We believe that no one should be limited regarding their employment aspirations, options, or opportunities. Throughout the job development/search process, job-seekers are empowered to make their wishes, opinions, passions, and barriers known. The job development/search process is individualized based on job-seeker interests and skills to allow for their greatest contribution as a community member.

IBA Resources, LLC. helps job seekers with their search for employment. We work with job seekers who are differently abled (cognitive and physical impairments as well as mental illness). IBA Resources, LLC. is funded by the State of Wisconsin-Department of Workforce Development (Division of Vocational Rehabilitation), Wisconsin Long Term Care entities, and individual school districts.

Employment Support Professional

Position Description:

Employment Support Professional assists job seekers with identifying employment opportunities and promotes coordination and implementation of any other services required to meet job seekers' specific needs.

Duties:

- Develop working relationships and collaborate with employers to identify or create positions for job seekers
- Analyze businesses and market trends to identify unmet needs and potential job opportunities
- Maintain timely contact and thorough communication with the business community, schools, referral/funding sources, and job seekers
- Procure appropriate work at a fair wage resulting in an employment schedule that meets the job seekers needs
- Identify barriers to employment, such as inaccessible work sites, inflexible schedules, and transportation problems, and work with job seekers and employers to develop strategies for overcoming these barriers

330 Grand Avenue Wausau, WI 54403
Toll Free (888) 206 6028
www.IBAResources.com



- Provide initial task analysis and on-the-job coaching providing follow-along services to both job seekers and employers
- Maintain close contact with job seekers during job training and placements to resolve problems and evaluate placement adequacy

The ideal candidate for this position is creative, driven, and self-motivated.

Qualifications:

- Understanding and support of IBA Resources, LLC. core organizational beliefs and culture
- Well-developed verbal and written communication skills and ability to maintain confidentiality
- Sales or Marketing background with business and networking skills preferred
- Excellent organizational, multitasking, and project management skills
- Prior training and experience in Job Development and Supported Employment Services preferred
- Demonstrated knowledge and understanding of issues that affect differently abled job seekers
- Understanding of local labor markets, tax incentives, labor laws, and training needed/available for employers
- Adaptable and able to balance multiple relationships quickly and effectively
- Knowledge of job modification strategies including ADA regulations (Americans with Disabilities Act)
- Demonstrated working knowledge of Microsoft Office Suite and Dropbox Storage System
- Access to all human and material resources required to conduct duties
- Ability to conduct presentations to employers, civic/school groups, and the general public
- Access to reliable non-public transportation with required minimum insurance coverage
- Flexibility in scheduling (availability when job seeker requires assistance)
- Ability to work with minimal guidance

*****This is a 1099 Independent Contractor position*****