



Position Description Employment Specialist

Position: Employment Specialist

Hours: 25/week, Part-time. Work hours are flexible to meet the professional requirements of the job.

Hiring Manager: Brooke Schmidt (brooke.schmidt@cdservices.org)

About Us:

CDS is a 501(c)3 nonprofit in the upstate of South Carolina that serves over 8,000 children and individuals each year who have developmental delays, disabilities, and special needs. We are a partnership of medical and support services in a shared building at 29 North Academy Street in Greenville. For more information about CDS or our partners, visit www.cdservices.org.

Position Summary:

The Employment Specialist provides one-on-one, ongoing support to individuals with disabilities to help them secure and maintain meaningful employment in integrated, competitive work settings. This role focuses on promoting independence, career growth, and workplace success through personalized, person-centered strategies.

Key Responsibilities:

- Conduct vocational discovery, assessments, and person-centered employment planning
- Assist with job development, job placement, and employer negotiation
- Perform job analysis and support job carving to match individual strengths
- Deliver on-the-job training, systematic instruction, and job coaching
- Develop and encourage natural workplace supports
- Identify and implement assistive technology and workplace accommodations
- Provide benefits counseling and career advancement support
- Coordinate transportation and other necessary workplace supports
- Offer ongoing support services to ensure long-term job success and community integration

Education Requirements:

At least 18 years of age and have a valid high school diploma or its certified equivalent.



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Skills Requirements:

- Ability to read, understand, and follow written instructions in English, including healthcare-related information
- Strong written communication skills; able to write and type clearly and accurately to complete documentation and convey information
- Proficiency in Microsoft Office Suite (Word, Excel, Access, PowerPoint) and Outlook
- Ability to build relationships and network with local employers and community partners
- Strong interpersonal skills, with the ability to work effectively with individuals from diverse social, cultural, and ability backgrounds
- Experience supporting and interacting with individuals with disabilities preferred
- Ability to work independently while demonstrating strong organizational and time management skills
- Capable of managing multiple tasks, prioritizing workload, and meeting deadlines
- Ability to maintain strict confidentiality and handle sensitive information appropriately
- Flexibility to work extended hours, varied schedules, and travel frequently to local sites
- Adaptability to dynamic work environments and changing client needs

Equipment:

Computer, Phone, Copier/Fax, Automobile (personal)

Physical Demands:

This role requires regular driving, computer use, and travel to employer work sites. Duties may involve physical activities such as climbing, balancing, reaching, standing, walking, stooping, kneeling, lifting, carrying, pushing, and pulling. The position also requires the ability to communicate effectively (speaking, hearing, and visual observation). Work environments may include exposure to dust and odors, and occasional outdoor work may be required.

Working conditions:

This position is based in an office setting and involves working at client homes, employer worksites, and other relevant locations both within and outside of Pickens County.



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