



50 Farnum Street | Wellsville, NY 14895  
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**- JOB POSTING -**

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**EMPLOYMENT SPECIALIST I**

*Allegany Arc's Vocational Education Department has an immediate opening for an Employment Specialist I.*

**HOURS:** Full Time – 36 Hours  
(hours will be discussed during interview)

**RESPONSIBILITIES:** The Employment Specialist I is responsible for individuals enrolled in ACCES-VR, OPWDD, OMH and school-based programs. To provide direct services, monitor individual satisfaction and maintain contact with individuals, families, community based employers and referral sources. Will be responsible for completing vocational assessment and employment preparation. Ensure compliance with all regulatory and/or licensing agencies governing the program.

**QUALIFICATIONS:** High School Diploma with experience in a vocational education program or related field is preferred or a High School diploma with two years' experience working with DD population. A Valid Driver's license and use of personal vehicle is required.

**LETTER OF INTEREST TO:** Heather Pease  
Allegany Arc  
50 Farnum Street  
Wellsville, NY 14895  
(\*please include phone number and best time to call)

**DEADLINE:** Accepting applications until position is filled.

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Allegany Arc is dedicated to providing the highest quality opportunities for people with special needs and their families.

*Allegany Arc is an equal opportunity provider and employer.*