

**Employment Assistant (part-time) (evening hours)**

**Mental Health Support Services**

**Hourly Range: \$20.66 - \$24.28**

**Deadline: 11:59 p.m. December 31, 2023**

Chesterfield County Government is seeking an Employment Assistant to provide direct training, support, and advocacy to adults with intellectual disabilities in group employment settings. These individuals may also have other disabilities. Functions include assessment, job site training, quality checking work to contract standards, documentation in an electronic health record system, monitoring and support. Additionally, there is a strong customer service component to this position. This person will work with community businesses to satisfy their contract needs, families, and other programs to ensure coordination of services. Perform other work as required.

**An Equal Opportunity Employer Committed to Hiring a Diverse and Bilingual Workforce**

Successful candidate will possess a high school diploma or GED; college coursework in human services preferred; one year of experience in working with individuals with disabilities; or an equivalent combination of training and experience. Experience working with individuals with disabilities in community-based employment preferred, but experience working in community settings providing other services will be considered. Knowledge of systematic instruction techniques and behavioral intervention strategies necessary. **Current valid driver's license and good driving record required. Based on the Virginia DMV point system, records must not reflect a total of six or more demerit points within the twenty-four months preceding the anticipated hire date, or one major violation of six demerit points within the preceding thirty-six months. Out of state driving records must be obtained by applicant and presented at time of interview. Records must reflect at least three years of history and be dated within thirty days of interview date. Pre-employment drug testing, FBI criminal background check and education/degree verification required.**

A Chesterfield County application is required and must be submitted online by deadline. Visit **[chesterfield.gov/careers](https://chesterfield.gov/careers)** to view instructions and to complete and submit an application. (804) 748-1551.

**An Equal Opportunity Employer Committed to Workforce Diversity, Equity, and Inclusion**