



**Licking/Knox Goodwill Industries, Inc.**  
**65 S. 5th Street • PO Box 828**  
**Newark, OH 43058-0828**  
**Phone 740-345-9861 • Fax 740-345-3191**

View all of our job openings & apply online at  
[www.goodwillnewark.com](http://www.goodwillnewark.com)

**JOB# 15014911**

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**POSITION:**

Career Services Specialist (Job Developer/Job Coach)

**SITE:**

Goodwill Career Services Office • 55 S. Fifth St • Newark, OH

**DAYS/HOURS:**

40 hours per week • Monday-Friday • 8:00am-5:00pm • *Must be flexible to meet business needs*

**DUTIES:**

This position is responsible for all tasks related to job development/placement procedures, job coaching services, and case coordination and management. Complete all paperwork related to the vocational rehabilitation services. Provide job development services including: interviewing skills, resume and cover letter development, assistance with applications, and assistance with job leads. Promote the active participation of the person served on an ongoing basis and assume responsibility for implementation of plans. Network with employers. Assist with the maintenance of CARF standards.

**REQUIREMENTS:**

Bachelor's degree with coursework in psychology, rehabilitation, or social services.  
Experience in placement of individuals with disabilities preferred.  
CARF knowledge a plus.  
Ability to effectively lead, supervise and train clients.  
Must have a valid Ohio driver's license and be able to meet established driving standards.  
Employer conducts pre-employment background check and drug screen.

**POSTING DATE:** 12/17/15

**APPLICATIONS ACCEPTED THROUGH:** 12/24/15

**HOW TO APPLY:**

**APPLY ONLINE!** Complete Recruit Wizard for this position on our website at [www.goodwillnewark.com](http://www.goodwillnewark.com)

Please be prepared to upload, paste or type your resume when prompted.

Applications may also be submitted by mail, fax or in person at the Administrative Building during regular office hours.

**NO PHONE CALLS, PLEASE.**

You will be contacted by Human Resources if your qualifications meet our specific needs.

Licking/Knox Goodwill Industries, Inc. participates in state and federal training and employment programs. All applicants must meet program eligibility standards as required by law.

Licking/Knox Goodwill Industries, Inc. is an Equal Employment Opportunity and Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, ancestry, national origin, veteran status, mental or physical disability, sexual orientation, gender identity or any other status protected by federal, state, or local law.

**EOE/AA/M/F/Vet/Disability**