



Job Title: Employment Specialist
Reports to: Executive Director
FLSA Status: Non-Exempt/Hourly

Date: May 2026
Department: Program: Vocational Rehabilitation

Overview

The Arc of Nevada is a nonprofit organization affiliated with The Arc of the United States. Our mission is to protect the human rights of individuals with intellectual and developmental disabilities and to support their full inclusion in their communities. We believe in advancing access and equity for individuals with intellectual and developmental disabilities through education, employment, and advocacy to shape the world into a better place for all.

We are seeking a dedicated and compassionate Employment Specialist to help individuals with intellectual and/or developmental disabilities find, secure, and maintain competitive employment.

Job Summary

The Employment Specialist position will assess client skills, provide job search support, and assist employers with workplace accommodations. They also provide on-the-job training and ongoing support to ensure long-term retention.

Responsibilities

- **Job Coaching & Counseling:** Assesses vocational skills and interests, helps with resumes/cover letters, and conducts interview preparation.
- **Job Development:** Connects with employers to create customized job opportunities and matches clients with suitable positions.
- **Workplace Support & Coaching:** Provides on-site training to teach job duties and assist with integrating into the workplace.
- **Employer Education:** Educates employers on disability awareness and negotiates reasonable accommodations to ensure success.
- **Long-Term Retention:** Offers ongoing support (off-site or on-site) to help employees maintain their jobs.
- **Benefits Counseling:** Helps clients understand how income from work will affect benefits like SSI or Medicaid.

Qualifications

- 2 years' relevant experience including advocacy, employer engagement, teaching, training, mentoring/coaching, and/or workforce development.
- Proficient in Microsoft Office Suite (Word & Excel).
- Strong interpersonal and communication skills.
- Strong problem-solving and critical thinking skills.
- Ability to work independently as well as collaboratively as part of a multidisciplinary team.

Preferred Qualifications

- ACRE certification (preferred).
- Bilingual skills (preferred).

Travel Requirements

- Must have reliable transportation.

Benefits:

- Flexible schedule
- Competitive compensation

Apply: Sent resume including 3 references to: contactarcnv@gmail.com.