



## JOB REQUISITION

### VOCATIONAL SERVICES SPECIALIST

---

**Site/Department:** 924 N Country Club Dr.

**Starting Wage:** \$8.50/hr

**Schedule:** Full-time (Mon-Fri)

Flexibility from 7:30am - 4pm

**Driving Required:** YES

**\*Position Open until filled\***

Marc Center Employment Related Services is committed to helping people with the job searching, securing, and maintaining process.

This position provides services to individuals with disabilities in a sheltered workshop setting or in community employment. The staff will teach, assist, support and be a role model for several individuals, while promoting independence in the workplace. Vocational Services Specialists are responsible for client payroll and monthly progress reports.

**Marc Center staff needs to have excellent communication skills, both verbal and written, believe in working as a team, be energetic and have a positive attitude. They must have excellent reading and math skills and have the ability to use a calculator, pay attention to detail, show initiative, be dependable and flexible. Staff must be able to adhere to the concept of Marc Center's philosophy of serving individuals with disabilities.**

We offer 2 weeks of paid mandatory training.

**Education Requirements:**

Staff must have a High School Diploma or GED. Any related experience working with individuals who have disabilities is a plus.

**Other Requirements:**

Must be 21 years of age or older, have an Arizona Drivers License with clean 39 month Motor Vehicle Report to be a driver; 18 years or older for non-driving positions. Every employee must pass a pre-employment drug test and obtain/maintain fingerprint clearance card.