

Job Description

Program: Employment Services

Hourly/Salary: \$25-30 Hourly

Reports To: Employment Lead

Effective Day: 08/20/2026

ABOUT STRIVE

Strive Northwest is a nonprofit that has been serving some of Clark County's most vulnerable populations since 1963. Our programs serve children and adults with disabilities, low-income children, adults, families, and the general public.

CORE VALUES

We're all in

We show up, work hard, and take personal responsibility in everything we do. We have the courage to say and do the difficult things. All while staying true to our word and kind to ourselves.

We go beyond

We're passionate about pushing boundaries and respectfully challenging assumptions. We're flexible and willing to take risks. Together we'll do more than anyone though possible.

We build community

We embrace our differences and welcome one and all in a safe, trusting place. We're inclusive in our relationships. We build connections that make our community stronger.

MISSION

We deliver innovative programs that give opportunities for children and adults in our community to become more self-reliant through therapeutic, educational, and employment services.

LEADERSHIP PHILOSOPHY

Leaders at Strive Northwest inspire enthusiasm and accountability that drive our mission. Leaders build engagement and communicate honestly and openly. By rallying everyone around our shared vision, Leaders model and expect the best from individuals and teams.

AAP/EEO STATEMENT

Strive Northwest provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.



Employment Specialist



SUMMARY

This role is responsible for delivering employment and community-based services to individuals with disabilities through County Individual Employment (IE), Community Inclusion (CI), and Division of Vocational Rehabilitation (DVR) programs. The focus is on helping clients achieve employment goals and independence through a person-centered approach.

SUPERVISORY RESPONSIBILITY

None

COMPETENCIES

- Person centered approach
- Strong communication skills
- Time management and organization
- Problem Solving and Critical thinking
- Relationship building
- Documentation accuracy
- Professionalism and ethics
- Adaptability and Flexibility
- Ability to work independently

ESSENTIAL FUNCTIONS

- Individual Employment and DVR:
Ongoing support to clients with career exploration, job development, job placement, independent living and employment skill development, resume development, interviewing, on-site support, intensive training and employment retention.
- Community Inclusion:
Supporting clients in relationship building and community contribution that is local and individualized. Employment Specialists are expected to support clients to discover opportunities that align with their interests and participate in a meaningful way.
- Case Management:
Frequently and proactively communicates with various stakeholders, such as guardians, home providers, transportation support, case resource managers, and employers. Conducts and attends regular meetings with the purpose of enhancing and gaining consistent movement towards client goals. Ensures adherence to organizational, county and state guidelines in implementing individual service plans.
- Administrative Responsibilities:
Documents activities and progress in accordance with agency policies. Prepares various agency documents, reports, and letters as assigned. Adheres to agency policies and procedures, attends all relevant meetings and actively contributes to achieving agency and departmental goals.
- Collaboration and Flexibility:
Work in collaboration with colleagues to achieve shared goals and deliver high quality service that meet or exceed expectations. Foster a culture of trust, consistency, and teamwork while remaining adaptable to changing priorities and evolving client needs. Adjust approaches as needed to support team success and positive outcomes.

WORK ENVIRONMENT

While performing the duties of this position, the employee travels by automobile and is exposed to changing weather conditions. The employee works in varied residential and community environments based on assigned caseload.

POSITION TYPE & EXPECTED HOURS

This is a full-time position requiring 30–40 hours per week, with flexible hours including weekdays and weekends. Regular in-office presence is required to ensure collaboration, supervision, accountability, and ongoing communication with management and team members.

TRAVEL

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is regularly required to stand, walk, sit; use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee frequently lifts and moves up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job.

Duties, responsibilities, and activities may change at any time with or without notice.



REQUIRED EDUCATION, CERTIFICATION(S), & EXPERIENCE

- Advanced time management and planning skills
- Good analytical and independent judgment skills
- Must be able to adapt physically to many work environments
- Must have or obtain first aid and CPR training card within 90 days upon hire
- Must have a valid driver's license and proof of auto insurance
- Must pass background driving and criminal checks per contract requirements

SIGNATURES:

Manager _____

Date _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____

Date _____