OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON
Division of Student Life

Work Study Job Description

Job Title	Community Employment Specialist
Organization Name	CenterForce
Address	5204 Solberg Dr. SW Lakewood, WA 98499
Pay Rate	$12.00 - $12.00
Employment Period	Summer, Academic Year
Hours Per Week	40 hrs/wk, 19 hrs/wk
Contact Supervisor	Virginia Clark
Phone Number	253-426-1878
Email Address	virginiac@centerforce.net
Website	http://www.centerforce.net
EIN	51-0209800

Nature of Organization
CenterForce assists individuals with disabilities achieve their optimum level of employment and community living. We endeavor to provide individuals with the skills and opportunities to become productive members of their community.
Duties and Responsibilities
With supervision and support from staff this individual would assist people with disabilities in preparation and placement into community employment. This may include group and individual activities. This individual would also complete all county related documentation and maintain required documentation in files and on the County's data management system.
Minimum Qualifications
Ability to write accurate and professional reports and correspondence. Ability to speak effectively before groups, customers, employees, employers and other individuals/groups. Must possess excellent customer service skills. Must be competent in using Word, Excel and be able to enter data into a data management program.
Educational Benefits

Students will become familiar with and be able to use the Pierce County data management system, will experience working with a team and providing support to our clients and families, will be able to document appropriately in client files, write reports and understand and maintain compliance with County and CARF standards and requirements.
How to Apply
Email resume and cover letter to virginiac@centerforce.net

Job Number: 75CEFO01 | Community Service - FED 75% | Open