

ProAct, Inc.

204 Mississippi Avenue
 Red Wing, MN 55066
 651-388-7108
 Fax: 651-388-9223

3195 Neil Armstrong Blvd
 Eagan, MN 55121
 651-686-0405 Fax: 651-686-0312

224 Main Street
 Zumbrota, MN 55992
 507-732-7888
 Fax: 507-732-4085

Job Posting

Position Site/location	Vocational Specialist Eagan
Requirements:	<p>*B.A. Degree in vocational rehabilitation or related field. 2 Years related experience and/or training or equivalent combination of education and experience.</p> <p>*Must possess excellent written and oral communication skills.</p> <p>*Must be CPR and 1st Aid Certified.</p> <p>*Must pass DHS background study.</p> <p>*Must possess valid driver's license with acceptable driving record; must be insurable at non-risk rates.</p> <p>*Must have personal automobile and be willing to drive for company business.</p>
Job Description:	The primary focus of this position will be to provide job coaching for adults with disabilities at community jobs. Other requirements may include assisting with vocational assessments, work adjustment training and job development/placement. Coordinates client services in collaboration with team members and referring agencies. Assists individuals with job readiness and job seeking skills. Acts as a liaison between ProAct and future employers.
Hours: State other if needed	<p>***Monday – Friday 7:30-4:00 (regular business hours)</p> <p>***Hours for this position may vary based on business necessity</p>
Pay Scale:	\$13.00/hour - \$15.00/hour
Benefits:	<p>PTO</p> <p>Medical/Dental/Life/LTD</p> <p>401(k) Plan</p>

Applications/resumes will be accepted at ProAct, Eagan through:	