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 Red Wing, MN 55066  
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 Fax: 651-388-9223

**ProAct, Inc.**  
 3195 Neil Armstrong Blvd  
 Eagan, MN 55121  
 651-686-0405 Fax: 651-686-0312

224 Main Street  
 Zumbrota, MN 55992  
 507-732-7888  
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### Job Posting

Position Site/location	Full-Time Employment Specialist Eagan
Requirements:	<ul style="list-style-type: none"> <li>*Bachelor's degree (B.A.) in Marketing, Business, Human Service or Vocational Rehabilitation related field; and two years experience working with people with disabilities or equivalent combination of education and experience.</li> <li>*Must be CPR and 1<sup>st</sup> Aid Certified.</li> <li>*Must pass DHS background study.</li> <li>*Must possess valid driver's license with acceptable driving record; must be insurable at non-risk rates.</li> <li>*Must be willing to use personal automobile for company business.</li> <li>*Must possess excellent written and oral communication skills.</li> </ul>
Job Description	<p>The Employment Specialist position is an entry level position to assist people with disabilities find community employment. The ideal candidate should:</p> <ul style="list-style-type: none"> <li>*be able to work independently</li> <li>*have reliable transportation</li> <li>*be creative, energetic and social</li> <li>*be willing to promote, develop, and network with community employers and team members</li> <li>*have experience with persons with disabilities (preferred but not required)</li> <li>*Experience with Customized Employment techniques preferred</li> </ul>
Hours: State other if needed	Monday-Friday 7:30 a.m. – 4:00 p.m. (hours may vary)
Pay Scale:	\$15.00-\$16.49/hour
Benefits:	Health/Dental/Life/LTD PTO 401(k) plan