



Work Opportunities Unlimited (WOU) seeks an Employment Specialist to support individuals with diverse skills and abilities in finding and maintaining meaningful employment. This role combines direct client coaching, employer engagement, and administrative documentation to help participants reach their career goals.

Key Responsibilities

- Transport individuals to/from job interviews and work sites using your vehicle (mileage reimbursed)
- Assess participant strengths and develop individualized career goals and employment plans
- Teach and coach job-readiness skills: resume writing, cover letters, job applications, interview preparation
- Engage and build relationships with local businesses to identify job opportunities and placements
- Provide on-site job coaching and ongoing support to participants and employers
- Document participant progress and case notes in electronic systems; use MS Office and mobile apps as needed
- Collaborate with team members and participate in program meetings

[Employment Specialist](#) (Clinton, MA) - FULL-TIME

 [JOB ORDER ID#: 24234756](#)

[Employment Specialist](#) (Clinton, MA) - PART-TIME

 [JOB ORDER ID#: 24234757](#)

[Employment Specialist](#) (Acton, MA) - FULL-TIME

 [JOB ORDER ID#: 24234758](#)

[Employment Specialist](#) (Acton, MA) - PART-TIME

 [JOB ORDER ID#: 24234760](#)