



423 NE Winchester Street, Roseburg, OR 97470
Phone: (541) 673-0195 Fax: (541) 673-0459
www.SunriseEnterprisesInc.com

DETAILS

- **Employment Services Generalist - 1250**
- Full-Time
- \$18.00/hr DOE
- Days and hours will vary

BENEFITS

- Competitive medical/dental/vision benefits for full time employees.
- \$10K life insurance at no cost.
- 50% employee discounts at our thrift stores on most items.
- 6 paid holidays.
- Discounts for certain fitness centers.

RESPONSIBILITIES

- Obtain required certificates and licenses according to position duties.
- Clerical duties as assigned.
- Assist Employment Services Coordinator and Director
- Coordinate and facilitate services for clients.
- Comply with federal, state, local laws and OARs.
- Support clients by modeling appropriate work behaviors, social skills, and respect for others.
- Be flexible with a liquid schedule and changing assignments.

QUALIFICATIONS

- High school diploma and two years' experience working with adults with I/DD in an employment setting or acceptable combination of education & experience.
- Basic computer skills and experience with Microsoft Office products
- Valid Oregon driver's license.
- At least 18 years of age.
- Pass criminal history check & drug screen including marijuana.
- Must obtain CPR & First Aid Certificate.
- Must maintain 12 credit hours yearly of training
- Proven, stable employment history with excellent work ethic, attendance, and punctuality.

If you are ready to use your skills, personality, and ambitions to better our community and the lives of the people who live here come, join our team by applying for the Employment Services Generalist position at www.sunrisehelps.com/careers today.

Sunrise Enterprises is an equal-opportunity employer. We consider applicants for all positions without regard to race/ethnicity, 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. If you are an individual with a disability and need a reasonable accommodation in the application or hiring process, please contact Human Resources at 541-673-0195 or email sunrisehr@sunriseenterprisesinc.com

#of positions approved for hire 1 Approved _____ Date _____