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## **Disability Support Worker**

**Position ID: 2017 – M – 404**

**Position Location: Washington Metro Area**

**Duration of Position: Full-Time**

**Security Clearance: TS/SCI Clearance REQUIRED**

(Active SCI within 2 years; SSBI current within 5 years)

**Need Date: Immediate**

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**Intelligence Consulting Enterprise Solutions, INC.** is looking for a **Disability Support Worker**.

### **Description:**

Provide support to Government employees with disabilities to enable them to accomplish daily work functions, to include note taking, document handling, processing and administrative operations, personal assistance with computer use like mouse navigation, lifting material like charts and maps, and assistance with using the phone, printer and other machines. May need to be attend training (onsite and/or offsite) with the Government employee to provide similar support. Experience and demonstrated competency performing personal assistance duties. Comprehensive computer knowledge and understanding of Microsoft Office programs. Additional skills include the following: briefing skills, project management, organizational skills, and communication skills. General understanding of, or ability to learn, the customer mission, products, and internal/external customers, as is familiarity with customer specific applications and methods like PeopleSoft and GEOINT analysis software.

### **Required Qualifications:**

- High School diploma or equivalent experience within related field
- <3 years of experience within related field
- Strong customer service teaming skills; ability to collaborate in cross-functional team
- TS/SCI Clearance (with current SSBI favorably adjudicated within the last 5 years)

### **Desired Qualifications:**

- Associate's Degree or equivalent experience within related field.
- Demonstrated working knowledge of the NGA organization, leadership, programs, systems