**Job Description**

Position: Employment Specialist Reports to: Workforce Development Coordinator

Salary Range: $30,000-$35,000 Class: Exempt, professional

Purpose: To support and implement programming related to the Workforce Development department that provides employment and economic literacy related services to all eligible clients and community residents seeking job training, workforce development, obtaining and maintaining employment and stronger self-sufficiency skills.

Responsibilities:

To work directly with Workforce Development Staff to help improve employment and income for all enrolled clients and community residents, analyze job readiness, refer clients for vocational testing, assist in job seeking skills, resume writing, helping clients seek higher levels of employment and becoming prepared for higher income.

Activities:

* Engages clients and establishes trusting, collaborative relationships directed toward the goal of competitive employment in community job settings.
* Assesses clients’ vocational functioning, utilizing background information and work experiences.
* Identifies problems/barriers that hinder employability.
* Conducts job development and job search activities directed toward positions that are individualized to the interests and uniqueness of the client.
* Meet with, develop and cultivate relationships among potential employers.
* Provides individualized follow-along supports to assist clients in maintaining employment.
* Acts as a Job Coach and provides education and support to employers as agreed upon by clients, which may include negotiating job accommodations and follow-along contact by employment specialist with the employer.
* Pro-actively provide guidance and support to all case managers to implement both short and longer range economic self-sufficiency programs and goals that support higher levels of employment and income among PH clients.
* Assist with the oversight of regular employment related workshops, job fairs, employer seminars and related programs in accordance with grant guidelines that heightens public awareness of opportunities for job placement and increased self-sufficiency for PH clients.
* Assists with administrative duties for agency job training program Passage Works.
* Provide outreach services as necessary.
* Maintain communication as needed among all case management team members.
* Enter data to maintain required reporting guidelines.
* Submit reports and make recommendations to increase workforce objectives among clients
* Monitors, evaluates and provides follow-up to client’s progress through program components.
* Respond to team members in a timely manner to support all requests for information related to the Workforce Development Department.
* Provide referrals to other community partners and agencies where warranted.
* Assist with managing volunteers and interns as needed.
* Participate in regular staff meetings, staff training, and accept responsibility for aiding the development of positive team relationships as requested.
* Adhere to agency policy, procedures, safety standards and the professional code of ethics.
* Other duties assigned by supervisor.

This position requires a flexible schedule. It is a professional salaried position that may require appointments and programs over the weekend and in the evenings as needed by clients, and staff related support systems. Passage Home is an “at will” employer – see personnel handbook.

Qualifications:

Bachelor’s degree and background in vocational training or counseling or equivalent in experience in employment or vocational counseling, employee assistance counseling, skill assessment and training in a related field. Demonstrates knowledge of laws, regulations, program policies and procedures related to work force development and vocational rehabilitation. Has proficiency in Microsoft office tools and the ability to use them to support department goals. The ability to coordinate, supervise, implement and promote programs using public funds for training, employment and workforce development purposes.

Please send a cover letter, resume, 3 references and salary requirements to: hr@passagehome.org

I have read my job description and I understand the duties described herein.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date

Supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date