

Employment Specialist

Job Type: Full-time

Pay: \$48,500.00 - \$50,500.00 per year

Job Description

The Employment Specialist will be responsible for workforce development and career training. They will demonstrate excellent coaching, facilitation, and teaching skills. They will focus on preparing customers for employment and be responsible for ongoing development and support once employed. They will offer training sessions and provide a stimulating learning environment whereby the customers continue to remain motivated. They will also interface with employers to support the placement and retention of customers.

Qualifications Required

- Preference given to Washington DC residents; Additional preference given to Wards 5 or 6 residents
- A minimum of a Bachelor's Degree from an accredited U.S. college or University; or a minimum of five years of experience in adult learning, workforce development, career training or other employment related field
- Experience in employment and/or social services; experience working with low-income populations
- Valid driver's license, copy of driving record and proof of valid auto insurance
- Background clearance required
- FBI clearance and Child Abuse Registry clearance
- TB screening
- Drug and Alcohol Screening
- Availability during some evenings and weekends

Skills and Competencies Required

- Proficient at facilitation and coaching
- Ability to create stimulating learning environments and keeping customers engaged
- Effective verbal and written communication skills
- Strong organizational and time management skills; attention to detail a must
- Demonstrated computer literacy and highly proficient at using Microsoft Office
- Demonstrated cultural competence and responsiveness
- Demonstrated commitment to service and the needs of families and communities

- Ability to work well in a fast-paced professional environment

Specific Duties and Responsibilities

- **General Functions and Responsibilities:** Establish rapport with client and coordinate employment services; administer various assessments to help client become aware of social-emotional needs and services, academic strengths and weaknesses, occupational interest and skills; work with client to develop and implement an individualized Career and Development Plan; track and support client to achieve meaningful progress towards enhancing his/her education and skills, preparing for, finding and retaining employment; assist client to explore their career interest and to identify potential jobs; help client to identify, enroll and track their progress in educational and vocational placements, work experience and community placements; assist clients to develop and implement a structured job search process, including preparing resume and cover letters, completing application, conducting web-based job searches, soliciting and preparing for interviews, etc.; support client to address barriers and challenges (e.g., obtain high school credentials, driver license or adequate work attire) that interfere with client's ability to obtain employment; help client to integrate learnings and experiences from the job readiness trainings and increase their skills, life and interpersonal skills and overall job readiness; help customers to positively address work-related issues (e.g., conflict management, job-related stress), and retain their employment.
- **Partner and Resource Development:** (i) participate in meetings with organizations that provide workforce development services, employers and vocational training organizations; (ii) participate in local workforce trade association community meetings and events; (iii) identify and cultivate relationships with educational institutions, businesses, churches, civic and social service agencies to identify appropriate referral resources and integrate E/BFSC into the target community as assigned.
- **Documentation and Reporting:** Maintain accurate paper and electronic records of all program contacts and activities; organize information in a clear and concise manner; complete appropriate assessments in accordance with established agency and citywide practice standards; document all efforts in accordance with established agency and citywide practice standards; comply with case audit and reporting procedures; maintain minimum compliance for reporting standards.

- **Community Engagement:** Assist in the development and dissemination of program and organizational materials that highlight the services and programs of E/BFSC; attend community/neighborhood meetings and events as requested to keep abreast of programs, projects and community resources; promote public participation and involvement by residents and community stakeholders in E/BFSC and other community events and meetings; serve as a representative on behalf of E/BFSC at community-based events and meetings; provide resource information for maintenance of a community resource database.

- **Training and Professional Development:** Identify and attend trainings and professional development activities to increase knowledge and skills relevant to this position, including those provided by CFSA, HFTC, E/BFSC and other entities; apply and disseminate acquired knowledge and skill sets among colleagues and families; attend case reviews, staff meetings and supervision on a regular basis; participate in annual performance evaluation and goal-setting for professional development.

- Adheres to established E/BFSC policies, procedures and work habits as outlined in the Employee Manual, Evaluation Forms and other written E/BFSC directives
- Report any suspected child abuse or neglect as mandated by law.
- Incumbent may be required to perform other duties and special assignments not specifically stated on this position description.

This position description is intended to be an accurate reflection of the current job; however, it is not necessarily an exhaustive list of duties, responsibilities, activities, qualifications, or skills associated with the job. Management reserves the right to revise this position description or to require that other or different tasks are performed as changing circumstances warrant.