



JOB DESCRIPTION

DEPARTMENT: Employment Division
JOB TITLE: Employment Specialist

DATE: April 2020
STATUS: Non-Exempt

OBJECTIVE: Teams up with Transition Program Director, Employment Division Coordinator, HR Manager, and President & CEO to provide the following services based on stakeholder priorities and needs: Provide job readiness assessment training, Vocational Work Adjustment Training Services (VWATS), job development and placement services, continued quality assurance evaluations, & Outreach and Communication in job market. Provides evaluations, counseling, documentation and long term follow up services specific to consumers' needs and informed choice. Perform job site analysis, employment lead follow-up, soft skill training (on site/in classroom/virtually) and employment documentation. Contributes significantly to meet contractual objectives and requirements. Reports to directly to the Transition Program director & Employment Division Coordinator.

TASKS:

- Employment training utilizing a project-based training approach specific to class needs.
- Social media and face to face marketing of skills and organization services and goals.
- Prepare and maintain records and case files, including documentation such as clients' personal/ employment information, services provided, narratives of client contacts, or relevant correspondence.
- Develop Employment or Community integration plans that fit clients' aptitudes, education levels, physical abilities, and career goals.
- Assess client's interests, abilities, and work values with *ONET center
- Monitor and record clients' progress to ensure that goals and objectives are met.
- Maintain close contact with clients during job training and placements to resolve problems and evaluate placement adequacy.
- Confer with clients to discuss their options and goals meet their person, environment and occupational context
- Develop and maintain relationships with community referral sources, such as vocational rehabilitation, employers, schools or community groups.



- Identify barriers to client employment, such as inaccessible work sites, inflexible schedules, or transportation problems, and work with clients to develop strategies for overcoming these barriers.
- Outreach with industry professionals to develop community partners meeting industry, location and market need of employment plans.
- Fiduciary responsible to make financial and time allocation decisions to support organizational goals, client goals and budget.
- Report findings and information to all stakeholders to maintain congruence to employment goals.

QUALIFICATIONS:

- B.S social science education, or related field.
- 2 year of experience in related field.
- Preferred CRC, Teaching License, SPED Teacher Certification

WORKING ENVIRONMENT:

- Must be comfortable in the following work environments:
 - Indoors under regular office conditions.
 - Outdoors under normal weather conditions.
 - Traveling to different job sites under varying weather conditions.
 - Video Conferencing, Facetime, Conference Calling, etc.
 - Lap to while working remotely.
 - Bus System and other forms on public transportation such as Biki, UBER, LYFT, etc.

WORK HOURS:

- Monday - Friday.
- 8:00 a.m. - 4:30 p.m.
- Occasional weekends, nights, and holiday availability required (details available)
- Flexible and extended hours as required/approved.



WAGES:

- Starting \$40,000-\$50,000 annually (salary negotiable above \$50,000 depending on experience and qualifications)

TECHNOLOGY:

- Fanatic Software Informant; Microsoft Office Outlook (Calendar); Scheduling software
- Office suite, Microsoft excel, Google documents, Google Classroom, Forms, Online evaluation methods, Social media and marketing, Photoshop, Graphic software, Virus protection software, GPS software, Safari, Firefox, Internet explorer, Adobe systems reader, speech software, text to speech software, *ONET, etc.

TOOLS:

- Frequent use of personal vehicle (company mileage reimbursement eligible).
- Frequent use of the telephone, typewriter, copier, computer, and fax machine.
- Computer, mouse, mobile phone, keyboards, printer/ scanner/fax machine, laser pointers, scanner, pocket calculator, special purpose telephones, overhead projectors, display projectors, augmentative alternative communication devices, braille reader

KNOWLEDGE:

- **Counseling** - Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical, cognitive, sensory, psychosocial functional limitation as related to community inclusion and employment counseling and guidance.
- **Customer/interprofessional service** - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **Psychology** - Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
- **Education and Training** - Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects. B.S. in rehabilitation counseling or similar.



- **English Language** - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Clerical** - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- **Administration and Management** - Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- **Sociology and Anthropology** - Knowledge of group behavior and dynamics, societal trends and influences, ethnicity, cultures and their history and origins, current cultural practices and customs.
- **Computers and Electronics** - Knowledge of electronic equipment, camera, video, projector and computer hardware and software, including applications and programming.
- **Marketing and Outreach** - Knowledge of principles to identify markets and timing strategies to develop partnership and media for targeted audience support organizational brand. Communication- Knowledge of effective communication to highlight goods and services of organization, client and stakeholders.
- **Personal and Human Resources** - Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

SKILLS:

- **Active Listening** - The ability to see details at close range (within a few feet of the observer).
- **Social Perceptiveness** - Being aware of others' reactions and understanding why they react as they do.
- **Monitoring** - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- **Speaking** - Talking to others to convey information effectively. Negotiation skills to develop a job placement, training or service briefing.
- **Critical Thinking** - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Coordination** - Adjusting actions in relation to others' actions.



- **Service Orientation** - Actively looking for ways to help people.
- **Writing** - Communicating effectively in writing as appropriate for the needs of the audience.
- **Reading Comprehension** - Understanding written sentences and paragraphs in work related documents.
- **Time Management** - Managing one's own time and the time of others.

ABILITIES:

- **Oral Comprehension** - The ability to listen to and understand information and ideas presented through spoken words and sentences.
- **Oral Expression** - The ability to communicate information and ideas in speaking so others will understand.
- **Speech Clarity** - The ability to speak clearly so others can understand you.
- **Written Comprehension** - The ability to read and understand information and ideas presented in writing.
- **Written Expression** - The ability to communicate information and ideas in writing so others will understand.
- **Speech Recognition** - The ability to identify and understand the speech of another person.
- **Inductive Reasoning** - The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- **Problem Sensitivity** - The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- **Deductive Reasoning** - The ability to apply general rules to specific problems to produce answers that make sense.
- **Near Vision** - The ability to see details at close range (within a few feet of the observer) or utilize technology to understand visual and written context.



WORK ACTIVITIES:

- **Organizing, Planning and Prioritizing Work** - Developing specific goals and plans to prioritize, organize, and accomplish your work.
- **Assisting and Caring for Others** - Providing personal assistance, medical response, emotional support, or other personal care to others such as coworkers and clients
- **Establishing and Maintaining Interpersonal Relationships** - Developing constructive and cooperative working relationships with others, and maintaining them over time.
- **Getting Information** - Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Communicating with Persons Internal and External Organization** - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person. Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, by telephone, e-mail or social media.
- **Documentation/Recording information** - Entering, transcribing, recording, storing, or maintaining information in written or electronic form.
- **Evaluating Information to Determine Compliance with Standards** - Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards set by federal, state and NGO's.
- **Making Decisions and Solving Problems** - Analyzing information and evaluating results to choose the best solution and solve problems.
- **Resolving Conflicts and Negotiating with Others** - Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.
- **Transportation** - Transport clients to and from job sites via personal car, company car, or other means of public transportation.