

CEC

POSITION DESCRIPTION

Position Title: Employment Specialist	Department: Employment
Reports to: Director of Employment and Financial Coaching	Effective Date: March 26, 2021
Status: Exempt	Revision Date: 4-5-2021

Summary of Position

Employees holding this position will provide job placement assistance, skill assessment and referral to men and women in Tarrant County. This position is also responsible for developing relationships with potential referring and training partners.

Major Responsibilities

- CEC outcomes of 50% of individuals served will be placed in competitive employment and 75% of individuals placed in a job will maintain that job for 6 months.
- Obtain community-based employment for individuals that match their expressed needs and desires. Placement activities include providing job leads, assisting with job applications, talking to employers, soliciting business and industry for job opportunities, accompanying individuals for job site visits and interviews, finalizing employment details, and determining job accommodations.
- Conduct intake/orientation interviews with clients and family members that result in timely and complete intake packets as well as the development of an individualized employment plan.
- Assess skills and determine the need for additional services including specialized training, personal social adjustment training, work adjustment training, and transportation assistance.
- Conduct job club.
- Provide job readiness training including resume development and interview skills training.

- Provide follow-up assistance to employed clients and assess need for career advance services.
- Create marketing materials and market services to potential referral sources, employers, and training partners.
- Attend/conduct activities in the community relating to employment services and connect with employers and community organizations on a frequent basis to market and enrich the program and the success of the participants.
- Maintains regular contact with employers to monitor employment satisfaction and to suggest refinement of requirements to better prepare participants and meet employer hiring needs.
- Maintain client records in accordance with funding source standards and maintain up-to-date case notes and billing records.
- Present a professional appearance and demeanor.
- Foster a team philosophy that results in shared job leads.
- Perform other tasks and projects as may be assigned by supervisor.

Qualifications

Skills:

- Possess well-developed oral and written communication skills.
- Possess basic computer skills including Microsoft Word, Outlook and the Internet.
- Ability to handle diverse tasks and work independently.
The ability to relate well with individuals, ability to motivate, and possess experience in presenting workshops and working with individuals having one or more barriers to employment
- Knowledge of various job search strategies, resources and actions plans
- Familiarity with the communities being served, with knowledge and understanding of local needs and resources
- Ability to prepare letters, summaries, logs, and reports using prescribed format and conform to all rules of punctuation, grammar, and spelling and prepare concise and

accurate reports that use correct technical/professional terminology and that effectively describe the service, event or circumstance.

- Ability to plan own work activities, work as a member of a team, and train/direct the work activities of others.
- Ability to lift 25 pounds maximize with frequent lifting and/or carrying of objects weighing up to 25 pounds.
- Ability to sit or stand for prolonged periods of time. Ability to reach, grasp, pinch, twist, and pull.
- Ability to talk, hear, and write.
- Ability to respond to emergency situations.

Experience:

Must possess a varied and successful work history. Two years of placement-related experience is preferred. Public speaking and experience working with the business community is preferred. Must be able to effectively communicate with people from diverse backgrounds and cultures and have demonstrated ability to work with personnel representing a wide range of business communities and service organizations.

Education:

Minimum high school diploma or GED. A Bachelor's degree in rehabilitation, counseling, education, psychology, sociology, social services, or liberal arts from an accredited college or university is preferred.