



## **POSITION DESCRIPTION**

Position Title: Employment Specialist  
Reports To: Employment and Veteran Services Center Manager      Status: Non-exempt  
Program: Homeless Veterans' Reintegration Program (HVRP)      Date Revised: 9/2019

### **POSITION SUMMARY:**

Under general supervision, this position is responsible for interacting with homeless veterans seeking employment. Core focus is working with the job developer, outreach specialist, veteran service agencies, and employers in the areas of assessment of skills and interests, employment readiness, job interviews/placement, career advancement opportunities, and job retention. This position also works in very closely with Supportive Services for Veteran Families Program (SSVF) case managers for those clients who need employment readiness, transferring military skills into civilian skills, employment trainings, and supportive services for reintegration.

### **OBJECTIVES/ACTIVITIES:**

- I. Responsible for client placement to achieve established objectives of the department.
  - A. Coordinate career counseling, resume construction, job readiness training, development of interview skills, and other activities related to employment transition for clients.
  - B. Work directly with SSVF Case Managers on behalf of clients receiving SSVF services that are need employment.
  - C. Perform assessments highlighting personality/skill strengths.
  - D. Work with SSVF case managers, businesses, agencies and organizations to remove employment barriers, and resolve issues related to community integration and the independence of people with disabilities.
  - E. Make current employment leads available to SSVF/HVRP clients.
  - F. Monitor progress of clients from initial intake to job readiness.
  - G. Disseminate information; Conduct outreach as assigned by Employment Training Manager
  - H. Ensure the delivery of services, which are reflective of client empowerment and self-advocacy.
  - I. Maintain necessary documentation for HVRP client records and New Org Software System.
  - J. Prepare required documentation and reports per required grant guidelines.
  - K. Provide feedback to Employment and Veteran Services Center Manager for improving the quality of service delivery.
  - L. Performs other duties as assigned.
- II. Assists in HVRP data input, report, audit, chart audits
- III. Responsible for self-development
  1. Continually learn and enhance technical and interpersonal skills.
  2. Attend staff meetings/assigned training seminars and complete required certifications, i.e. CPR, First Aid, etc.

### **EDUCATION AND EXPERIENCE:**

Preference will be given to veterans. College degree in social sciences or at least 3 years of working with veterans' population, homeless service agencies, placement within employment agencies, veteran service agencies required. Solid community contacts to recruit/engage veterans. Requires the ability to provide

services to clients without ethnic or social prejudices and a working knowledge of employment. This position requires demonstrated ability to communicate and comprehend oral and written instructions and to provide services to clients without ethnic or social prejudices. It requires general knowledge of issues and challenges unique to military veterans, homelessness, minorities, and persons with disabilities. Specific knowledge and experience with military culture and housing first approach is preferable. Must be able to utilize a range of interventions to work with clients with varying needs and levels of functioning. This position requires CPR and First Aid training within (90) days of employment date and recertification as necessary and T.B. testing annually. Must have the flexibility and have the willingness to function as a team member. Above average computer skills required. Valid California driver license and ability to meet organizations insurance carrier guidelines required. Must undergo a criminal background check. Must have reliable vehicle for work use (mileage will be reimbursed).

**SPECIFIC SKILLS REQUIRED:**

Teamwork skills  
Oral and written communication skills  
Ability to assist other people  
Organizational skills  
Analytical and decision making ability  
Strong computer skills

**PHYSICAL REQUIREMENTS:**

Lift and move up to 50 pounds  
Stand, walk, bend, stoop, and sit frequently  
Kneel occasionally

**NATURE OF SUPERVISION RECEIVED:**

Daily activities are many times performed independently with accessible guidance and direction from the Employment and Veteran Services Center Manager and/or Program Director. Must be able to function both independently and in a team environment working towards attainment of operational goals and contract compliance.

**SUPERVISION EXERCISED:**

This position does not supervise, however, may be delegated training and lead responsibilities as the program needs may require.

**RESPONSIBILITIES FOR BUSINESS CONTACTS:**

This position requires contact with SSVF, colleges, EDD, DOL, business entities, and support staff. The Employment Specialist is responsible for promoting company image and adhering to company practices and procedures, while establishing and maintaining good working relationships with all clients. Tact, discretion, and resourcefulness are required at all times.

**NUMBER OF EMPLOYEES:**

No employees report to this position.

**This Employment Specialist job description does not constitute a written or implied contract and may be changed as business needs arise.**

Indicate anything that would keep you from meeting the job duties as outlined above.

---

---

---

Employee Signature \_\_\_\_\_ Date Signed \_\_\_\_\_