



POSITION DESCRIPTION

Position: Employment Specialist
Reports to: Program Director
Program: HVRP

Status: Non-exempt

Date Prepared: 7/2013

POSITION SUMMARY: Under general supervision, the Employment Specialist will assist veteran clients looking to improve their ability to be hired and maintain a strong working skill set. Objectives include supportive interaction with program participants and team members, assessment of participant's needs, supporting the safety and the integrity of all clients, and performance of all work duties as required. Work is performed in a cost effective and service oriented manner as it relates to established organizational standards providing services to clients without ethnic or social prejudices.

OBJECTIVES/ACTIVITIES:

- A. Responsible for client placement to achieve established objectives of the department.
 - 1. Provide training on interviewing skills, resume services, and reference building.
 - 2. Coach each client to perform in the best way possible to insure future success as an employee.
 - 3. Determine client's employment-related abilities, interests, strengths, preferences, type of work performed in the military, education level disabilities, social/family history and barriers to employment.
 - 4. Work to identify services critical to supporting employability such as but not limited to housing, mental health and/or substance abuse treatment, clothing, legal assistance, transportation, and linkage with mainstream and VA benefits.
 - 5. Create and maintain referral lists and contacts for training, jobs, vocational and educational programs.
 - 6. Interview employers to investigate job opportunities for veterans.
 - 7. Interact with State and local employment service providers to create network of job contacts.
 - 8. Provide clients with job readiness training available through local agencies such as the Sacramento Employment Training Agency (SETA).
 - 9. Participate in job fairs and other employment recruitment activities to promote job opportunities.
 - 10. Teach job-related life skills including conducting a job search, interviewing tips, application completion, dress-for-success, and resume preparation.
 - 11. Create and manage a job posting resource site for residents.
 - 12. Monitor job performance with hiring agency to support continued job success.
 - 13. Maintain records of all services rendered.
 - 14. Complete required quarterly reports and data entry as assigned.
 - 15. Provide all documentation required by funding source and Volunteers of America.
 - 16. Perform other related duties as assigned by Program Director.

- B. Responsible for self-development
 - 1. Continually learn and enhance technical and interpersonal skills.
 - 2. Attend staff meetings and assigned training seminars and complete required certifications, i.e. CPR, First Aid, etc.



3. Attend all trainings and collaborative meetings necessary for development of employment resources.
4. Serve as part of the program development team by providing information and support for the development of quality operations.
5. Maintain an above average working knowledge of fire, safety, and health standards to assure safe work environment for clients and all personnel.

EQUIVALENT EDUCATION AND EXPERIENCE:

A bachelor's degree and three years experience serving the employment needs of veteran clients. The Employment Specialist should have experience and a working knowledge of 'soft' employment skills including, training, interviewing techniques, and job retention. The position requires strong working knowledge of employment referral sources and ability to establish relationships/new resources for training, education and employment. Strong verbal and written communication skills are necessary as well as knowledge of problems unique to emancipated foster youth, persons with disabilities, substance abuse, mental health, and adolescent parents. CPR and First Aid certification are required as well as a clear T.B. test annually.

A valid California Drivers License with a good driving record is necessary. Must have the flexibility to work irregular hours. Must have the willingness to function as a team member with the ability to make skillful independent decisions.

SPECIFIC SKILLS REQUIRED:

Teamwork skills
Oral and written communication skills
Computer Skills (Word, Excel)
Ability to de-escalate crisis situations and assist residents and staff in emergency situations
Ability to advocate for special needs clients
Organizational skills
Analytical and decision making ability

PHYSICAL REQUIREMENTS:

Lift and move up to 25 pounds.
Safely operate a vehicle.
Stand, walk, bend, stoop and sit frequently.
Kneel occasionally.

NATURE OF SUPERVISION RECEIVED:

Daily activities are often performed independently with accessible guidance and direction from the Program Director. Weekly team meetings are held with the Program Director.

SUPERVISION EXERCISED:

This position does not supervise. However, the Specialist will find it necessary to provide guidance and elicit cooperation from the Program Assistants in performing duties related to employment services.



RESPONSIBILITIES FOR BUSINESS CONTACTS:

This position requires contact with county, city, state, business entities, private agencies, and clients. 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.

FINANCIAL RESPONSIBILITY

Substantial financial loss through loss of business contracts is possible.

NUMBER OF EMPLOYEES:

No employees report to this position.

This 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: _____