

Employment/Life Skills Specialist

POSITION SUMMARY:

Provides direct client services in the areas of employment counseling, client needs assessment, vocational evaluation, employment preparation, and training, referral to community resources and support services and job development and placement.

ESSENTIAL JOB DUTIES:

- Interviews, advises, and guides a diverse population of clients to ascertain employability;
- Assesses client's education, work experience, skills, abilities, qualifications, and job interest; assesses client readiness for job referral, classroom training, on-the-job training, and/or support services; attempts to match clients with available employment, training, or other opportunities/services.
- Identifies problems/barriers that hinder employability; assists clients in resolving and mitigating barriers to employment by identifying the need for other services and benefits; counsels clients regarding recommended solutions and suggested supportive services; makes appropriate referrals to community resources;
- Contacts public and private employers in order to develop on-the-job training and/or direct job placement sites for clients; maintains cooperative relationships with employers, identifies appropriate job placement/training opportunities for clients; maintains an awareness of local job market and opportunities to assist in providing guidance to clients; arrange for employment interviews, attend job fairs, conduct special workshops, presentations, group orientations, or perform other training and outreach activities.
- Monitors and evaluates client's progress; and provides guidance and counseling; resolves any problems to assist clients in preparing for and obtaining employment.
- Inputs necessary information into database; organizes cases; maintains and updates records on client employment, training, and follow-up activities; prepares reports on client and program activities; and participates in training special projects, committees.
- Organize work assignments; maintain accurate and systematic records; prepare statistical and narrative reports;

JOB KNOWLEDGE & EXPERIENCE:

- Community educational and vocational resources and other community social services resources;
- Fundamental principles of human behavior; socioeconomic, physical, mental, behavioral, cultural, language, and other barriers to employment;
- Techniques of vocational evaluation and employment guidance; motivational techniques; practices used in employment training,
- Job development, and job placement; techniques used in the development of employment plans;
- Academic and vocational education or training programs
- Ability to motivate clients; adopt effective courses of action
- Understand local labor market issues and trends
- Federal and State labor laws

SKILLS REQUIRED

- Job Development, Job analysis & Negotiation
- Job Coaching & ,Employment Retention,
- Professional communication (both verbal and written)
- Strong organizational skills
- Ability to perform multiple tasks simultaneously
- Ability to work independently as well as in teams
- Develop resources and relationships,
- Prioritize tasks and manage time
- Use of common Microsoft software(MS Word and Excel -- PowerPoint and Access

Qualifications:

Master's Degree preferred, Bachelor's degree considered; course work in Human Resource management and minimum of 3 years professional experience

Additional Requirements: Travel required between office locations, field & site visits. Possession of a valid driver's license also required.