



JOB TITLE: **Employment Specialist**

DEFINITION AND PURPOSE:

Responsible for client employment services. Work with area employers to ensure Virginia CARES clients find self-sustaining employment.

ORGANIZATIONAL RELATIONSHIPS:

Supervised by: HRCAP/VA Cares Case Manager

Supervises: None

RESPONSIBILITIES:

- Establishes contacts with prospective new employers.
- Maintains contact with existing employers.
- Facilitates employment relationship between employers and participants.
- Assists participants enrolled in program to seek and/or obtain suitable employment.
- Develops relationships with temporary employers and/or temporary employment agencies, when applicable.
- Strives to meet program placement goals.
- Meets with employers to market Virginia CARES, develops ongoing relationships, and develops job placement opportunities for participants.
- Forms working relationships with community employment services and resources, including Virginia Employment Commission, Disability Rehabilitative Services of Virginia, local Chambers of Commerce and the Virginia Workforce Investment Board.
- Conducts employment group sessions and classes.
- Recruits community volunteers to participate in job readiness workshops.
- Counsels participants on career planning and administers career study/aptitude tests to determine client interests and skill level.
- Counsels participants on job seeking skills.
- Maintains an ongoing list of employers and job openings sharing the same with participants. Posts job openings in CARES office.
- Assists participants with employment needs, supplying clothing and accessing assistive technology resources when applicable.
- Assists participants in obtaining appropriate employment documents.
- Assists participants with approved transportation requirements.
- Conducts employment follow-ups in a timely manner.
- Maintains complete participant files.
- Inputs required employment information in CARES data system at baseline, six months during program participation, and six months post-graduation.
- Prepares required monthly report and submits in a timely manner.

- Attends trainings and meetings as required by Virginia CARES.
- Performs other duties as assigned and required.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of employer's policy and procedures preferred.
- Working knowledge of state employment regulations and human resource policies preferred.
- Experience with offenders and ex-offenders helpful.
- Must be computer literate.
- Knowledge of Microsoft Office required.
- Knowledge of computer data entry required.
- Excellent organizational skills and leadership ability.
- Good written and oral communication skills a must.
- Ability to communicate with various racial and economic backgrounds.
- Ability to work independently.
- Demonstrated ability to instruct adults in job seeking and retention skills, including resume writing and conflict resolution.

TRAINING, EDUCATION AND EXPERIENCE:

- Graduation from a four-year college or have related experience.
- Experience with human services or offender/ex-offender programs preferred.
- Training and experience in employment services preferred.
- Training and experience in facilitating groups preferred.

SPECIAL REQUIREMENTS:

- Reliable transportation and a valid Virginia Operator's license with a good driving record for insurance purposes.
- Able and willing to travel extensively.

This description provides information regarding the essential functions of the designated job, and general nature and level of work associated with the job. It should not be interpreted to describe all the duties that may be required of such employees or be used to limit the nature and extent of assignments such an individual may be given.

Affirmative Action/Equal Opportunity Employer/Drug Free Workplace



“To lead a state-wide network of re-entry programs that promotes public safety by advocating for ex-offenders and providing supportive services to help them live successful lives.”