*Position Title:*

**EMPLOYMENT SPECIALIST**

**Position Summary:**  Responsible for oversight and management of employment relationships for the benefit of SOAR participants.

**DUTIES AND RESPONSIBILITIES:**

* Engages clients and establishes trusting, collaborative relationships directed toward the goal of competitive employment
* Refers clients to benefits counseling, as needed. Helps clients report earnings, as needed.
* Assesses clients' vocational functioning on ongoing basis utilizing background information and work experiences. With the client's permission, provides education and support to family members.
* Conducts job development and job search activities directed toward positions that are individualized to the interests and uniqueness of the people on his/her caseload.
* Conducts a minimum of three employer contacts per week. Employer contacts are designed to learn about the needs of the business, describe supports offered by the program and describe client strengths that are relevant to the position.
* Provides individualized follow-along supports to assist clients in maintaining employment.
* Writes job support plans with clients
* Adjusts plan according to clients’ needs and preferences.
* Provides education and support to clients, which may include job readiness training, resume preparation, etc.
* Provides outreach services as necessary to clients when they appear to disengage from the service. Uses a variety of methods to provide outreach.
* Provides timely interventions. Returns phone calls and reacts to situations in a timely manner.
* Develops an individual employment (and/or education) plan with clients.

**EDUCATION, EXPERIENCE AND SKILLS DESIRED**

**Minimum Education/Experience:**

* Associate’s or Bachelor’s Degree in Human Resources or related field; or
* A minimum of two years’ experience in job placement and/or workforce industries

**Skills and Abilities Required:**

* + Outgoing and engaging personality with confidence to interact face to face.
  + Solid oral, written and organizational skills
  + Team player qualities a must; positive attitude and good work ethic
  + Working knowledge of Microsoft Word, Microsoft Excel and database systems.
  + Ability to type 40 wpm
  + Display a high level of initiative and complete assignments efficiently; work with minimum supervision
  + Ability to manage multiple projects