



JOB TITLE: Employment Specialist

SUPERVISOR: Associate Executive Director

Partners In Careers (PIC) is a nonprofit organization that strives to create self-sufficiency through specialized job training and employment services. This is accomplished by helping people break through barriers to employment, which often means addressing generational poverty. PIC connects job seekers to workforce skills and jobs in partnership with local businesses and community members focused on building a strong, healthy community.

General Job Description

Employment Specialists work one on one with individuals to perform assessments, develop individualized employability plans, secure/provide training or work experience, monitor participant progress, and provide mentoring to facilitate a successful job preparation experience and transition to employment.

Major Duties and Responsibilities

1. Interview individuals who are referred for employment services and determine an individual's need for training and ability to benefit from programs.
2. Develop individualized employment plans based upon test results, previous work history, education, vocational interests, aptitudes, physical condition, and life circumstances.
3. Assist the participant in identifying and resolving problems or barriers that interfere with his/her achievement of program goals, job placement, and job retention. Determine the level and source of support services to be provided and connect to community resources.
4. Schedule participant into appropriate pre-employment and/or training activities.
5. Monitor participant progress, quality of training and level of effort being made to achieve training objectives through field visits, telephone and personal contacts, and the review of reports and evaluations. Provide support, coaching, encouragement and technical assistance when needed by the participant and/or the training agent; resolve problems or issues as they arise.
6. Refer appropriate participants to worksites and employers, matching participant skills, goals, and interests to the requirements of the position.
7. Accurately complete forms, enter data, prepare reports and maintain detailed participant records and required internet-based database systems for audits of the program in accordance with established procedures and time frames.
8. Lead workshops on employment readiness and life skills in small groups as well as one on one as directed.

9. Attend meetings, workshops, seminars and community functions as needed to stay well informed on workforce issues, barriers, and employment readiness techniques.
10. Coordinate activities and cooperate with other PIC staff; work together as a team.
11. Maintain confidentiality with client information both written and verbal.
12. Other duties as assigned.
13. Does not supervise other staff.

Minor Duties and Responsibilities

1. Sufficient knowledge, skills and ability to perform competently all duties and responsibilities.
2. Broad knowledge about the world of work, local labor market, employer expectations, workforce development and basic employment standards.
3. Knowledge of local community resources.
4. Thorough knowledge of laws, regulations, and contracts governing the provision of services as well as PIC policies, procedures, rules and regulations.
5. Knowledge of interviewing and coaching techniques, including techniques for the collection and recording of personal data.
6. Communication skills, both oral and written.
7. Skill in using computers, including word processing and internet-based research.
8. Skill in analyzing complex problems, evaluating available resources and/or alternative solutions, exercising good judgment, and reaching sound decisions.
9. Ability to organize work, prioritize assignments, and manage time for optimum effectiveness.
10. Ability to establish and maintain harmonious, effective and professional working relationships with diverse populations.
11. Ability to adjust to different work assignments and adapt readily to changes in the organization; ability to shift priorities as necessary.
12. Ability to work as a team member, ensuring performance standards are met in all programs.
13. Ability to work independent of close supervision after a reasonable orientation/training period, accepting responsibility and being held accountable for own performance.

Qualifications for the Job

Education:

- Bachelor's Degree in Sociology, Psychology, Education, Human Resources or related field preferred.
- An equivalent combination of education, training and experience will be considered in lieu of a degree

Experience:

- Three years of experience in employment, vocational rehabilitation, community or social casework, and/or job development/placement services is preferred

- Other combinations of education and experience may be considered
- Knowledge in working with diverse populations a plus

Other:

- Passion for serving others
- Willingness to be part of a team
- Flexibility in assignments and responsibilities
- Bilingual is a plus
- Ability to travel to various locations in the SW WA/Greater Portland area
- Must pass a Background Check

Key Competencies

- Maintaining Confidentiality
- Communication skills - written and oral
- Problem Solving
- Time Management
- Adaptability
- Collaboration

Physical Requirements – with reasonable accommodations

- Ability to lift 25 pounds
- Frequently asked to stand, walk, bend, reaching and use hands to feel objects, tools or controls
- Ability to speak and hear
- Must be able to visually observe interactions between people
- Ability to travel to various locations in Southwest Washington/Greater Portland, OR Area
- Work environment where the noise level is moderate to loud
- Work environment in a variety of settings including inside and outside