

EMPLOYMENT SPECIALIST

Job Summary:

Under supervision, performs a variety of community employment services such as, but not limited to, job development, recruitment, counseling and job placement.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Performs employment services including, but not limited to, job development, recruitment, counseling and job placement.
2. Communicates, networks, and attends meetings with business and industry representatives to promote job training and employment program services; prepares and disseminates marketing materials.
3. Recruits adults and youths through outreach activities that include one-on-one and small/large group presentations at adult schools, high schools, park & recreation centers and community and government agencies (DCFC, DPSS, etc).
4. Conducts intake and eligibility in order to enroll a targeted number of participants into WIA and/or other special grant-funded programs; conducts orientations to provide information on services and program requirements.
5. Conducts a variety of assessments to determine basic academic skill levels, career interest and aptitude, non-traditional employment and employment aptitude, and training needs.
6. Develops an Individual Employment Plan (IEP) or Individual Service Strategy (ISS) to provide case management services to WIA-enrolled participants; monitors and records participant progress toward achievement of IEP or ISS goals.
7. Works with employers to prepare worksite agreements for placement of participants in work experience and on-the-job training; conducts worksite supervisor orientations, and collects timesheets and other worksite documents as needed; monitors worksites for adherence to safety regulations, program requirements, and labor laws.
8. Enrolls participants and monitors progress in work experience activities or classroom training according to WIA guidelines and procedures.
9. Assists participants in job search activities including the provision of labor market information; coaches participants on effective job search techniques; arranges interviews and follow-up with employers after interviews.
10. Assures timely completion and submission of all MIS forms and reports, following SBWIB guidelines and procedures.
11. Provides case management and acts as a coach and mentor to youths to identify barriers and supportive services needed to overcome barriers toward successful program completion.
12. Provides twelve (12) months of WIA follow-up services to participants who have exited the program in order to achieve program performance outcomes.
13. Provides instruction to participants including, but not limited to, workshops for resume preparation, job search skills, Blueprint for Success Workplace and Life Skills training classes, and other related workshops.
14. Works with staff partners and other One-Stop centers to organize job fairs, effective recruitments, and other special activities.
15. Maintains current knowledge of employment market trends and cyclical hiring processes; collects data and compiles reports related to labor market information; attends staff meetings, seminars and training sessions.

16. Maintains and updates information on a job board and/or job book of available job and training opportunities and related information.
17. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and/or Experience:

Bachelor's Degree in a related field and one (1) year of full-time paid experience in job development or delivery of social services programs. Experience and/or education in a related field may be substituted on a year for year basis.

Knowledge of:

- Job development and recruitment techniques.
- Labor market and economic trends.
- Laws, codes and regulations governing private and public sector employment.
- Interpersonal skills using tact, patience, and courtesy.
- Modern office practices, procedures, and equipment, including personal computer and related software.
- General record-keeping techniques.
- Job placement and employment counseling.
- Correct English usage and math.
- Basic report writing.

Skill and/or Ability to:

- Perform a variety of employment services including recruitment, counseling and job development and placement.
- Read, interpret, apply and explain codes, rules, regulations, policies and procedures.
- Maintain records and prepare reports.
- Effectively communicate orally and in writing.
- Make effective oral presentations.
- Establish and maintain cooperative and effective working relationships with others.
- Operate standard office equipment including computers and related software.

License and Certificates:

Possession of a valid California Class C driver's license is required. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

Physical Requirements and Working Conditions:

Employee accommodations for physical and mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Is subject to inside environmental conditions.
- May be required to work evenings and/or weekends.
- May be required to use city/and or personal vehicle in the course of employment.