

EMPLOYMENT OPPORTUNITY

Employment Specialist

POSITION SUMMARY:

The Employment Specialist provides employment coaching and job readiness training for participants enrolled in various employment programs. The position will assist participants in obtaining and maintaining employment that is consistent with their vocational goals and help them learn to manage life challenges for better stability. This position requires a high level of accountability and fidelity to employment related outcomes.

JOB DUTIES and RESPONSIBILITIES INCLUDE:

1. Manage a caseload comprised of participants with a multitude of complexities and barriers to employment
2. Conduct intake interviews and develop individual employment plans based on participant interests and employment goals.
3. Assist clients in obtaining information about their benefits (e.g., SSI, Medicaid, etc.) and how they will be affected by employment. Refers participants to benefits counseling, as needed.
4. Assess participants vocational functioning on an ongoing basis utilizing background information and work experiences.
5. Coach participants regarding job search tools and techniques and refer or provide workplace readiness/soft skills training..
6. Work with outside employers to conduct job development directed toward positions that are individualized to the interests and uniqueness of the participants on caseload.
7. Provide ongoing case management and individualized supports for areas of concern that impact participant's ability to find/keep employment.
8. Participate in weekly meetings with support team and provides ongoing communication in order to coordinate and integrate vocational services into other services.
9. Maintain accurate and confidential participant records. Provide reporting and billing information as necessary.
10. Develop current knowledge of community resources, program regulations, contract requirements and outcomes.
11. Excellent interpersonal skills; ability to establish effective working relationships both internally and externally, interacting with other agency staff members, clients, outside providers and employers.
12. Ensure compliance with WorkFirst, Supported Employment and BFET Program Guidelines, Scope of Work requirements, and engagement, participation and reporting deadlines.
13. Participate in agency staff meetings, WorkFirst and BFET annual training, and other events/training as required.
14. Attend staff meetings, work as a collaborative member of the team and communicate relevant information with team and program manager.
15. Other related duties as assigned by management.

QUALIFICATIONS INCLUDE:

Education & Experience

- Bachelor degree in Human Services or Social Services AND
- Minimum 1 year of demonstrated experience AND meet one of the following criteria: be accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF) in Employment Services; be Licensed/Certified in Employment Services (WAC 388-877a-0330 or WAC 388-877b-0730) by DSHS Division of Behavioral Health and Recovery; be a Certified Employment Support Professional (CESP) by the Employment Support Professional Certification Council (ESPPC); be a Certified Rehabilitation Counselor (CRC) by the Commission of Rehabilitation Counselor Certification (CRCC) OR
- Minimum of 2 years of demonstrated experience providing supported employment or similar services OR
- Additional qualifying demonstrated experience may substitute year for year education.

Skills and Abilities

- Proficient in Microsoft Office Suite applications, including Excel, Word, and Outlook; Knowledge of ejas (state database) preferred.
- Working knowledge of standard office procedures and technologies (phone, computer, printer, photocopier, scanner, fax machine, 10-key) is needed.
- Must have strong and effective communication skills (oral and written), with wide range of audiences.
- Requires strong organization, time management, and attention to detail, and solid follow-through in order to meet deadlines.
- Ability to work independently with as a team member.
- Demonstrated ability to work harmoniously with people from varied, cultural, socioeconomic, educational and experiential backgrounds.
- Solid judgment and current knowledge of local resources required.
- Solid observation, analytical and intuitive abilities.
- Ability to respond appropriately in stressful or emotionally charged situations.

License(s) & Certification(s)

- Valid driver's license and auto liability insurance required if personal vehicle used for work-related travel.
- Must have current HIPAA Awareness training (or obtain within 30 days), and must maintain current certificates for length of employment.
- Family Development Program Certificate within 6-months of employment.
- Must undergo criminal background check, as required by Child/Adult Abuse Act.
- Financial Coaching training within first year of employment.

COMPENSATION AND BENEFITS

\$16.17 - \$17.42 (DOE) per hour plus benefits

Full-Time Position: Monday-Friday (37.5 hours per week)

Benefits include:

- Medical & Dental Insurance including Rx and Vision
- Life Insurance and AD&D coverage
- SIMPLE IRA Retirement Plan
- Employee Assistance Program
- Voluntary supplemental Cafeteria Plan
- Sick leave
- Vacation leave
- 12 Holidays per year
- 2 Personal Holidays per year
- Health club discount

(Community Action reserves right to modify, amend, or terminate any benefit at any time for any reason.)

TO APPLY:

Please provide all items requested to the address below. Consideration will be given to application packets received by the closing date and containing (1) a completed Community Action Application for Employment form*, (2) your resume, and (3) a letter of interest identifying the position you are applying for and describing how you meet the qualifications for the position.

- Employment@CommunityActionSkagit.org, or
- Community Action of Skagit County, 330 Pacific Place, Mount Vernon, WA, 98273.

CLOSING: Position is open until filled. Priority consideration given to application packets received by **Tuesday, April 30, 2019**

Community Action of Skagit County reserves the right to extend application deadlines and to modify the selection schedule without notice, to form eligibility lists for, or make appointments to, other positions with similar employment requirements.

Community Action of Skagit County is an Equal Opportunity Employer.

Application forms and job announcements are available at the above address and at our website, www.CommunityActionSkagit.org.