

## EMPLOYMENT OPPORTUNITY

### Employment Program Specialist

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. This is a full time position at 37.5 hours per week.

#### **JOB DUTIES and RESPONSIBILITIES INCLUDE:**

1. Manage a caseload comprised of participants with a multitude of complexities and barriers to employment, specifically WorkFirst and Foundation Community Supports (FCS) participants.
2. Conduct intake interviews, develop individual employment plans based on participant interests and employment goals.
3. Determine worksite placement and coordinate worksite interviews, orientation, and paperwork.
4. Coach participants regarding job search tools and techniques and refer or provide workplace readiness/soft skills training..
5. Provide ongoing case management and individualized supports for areas of concern that impact participant's ability to find/keep employment.
6. Maintain accurate and confidential participant records. Provide reporting and billing information as necessary. Document all case activity and keep monthly updates.
7. Develop current knowledge of community resources, program regulations, contract requirements and outcomes.
8. Excellent interpersonal skills; ability to establish effective working relationships both internally and externally, interacting with other agency staff members, clients, outside providers and employers.
9. Ensure compliance with WorkFirst and FCS Program Guidelines.
10. Participate in agency staff meetings, WorkFirst and FCS annual training, DSHS case staffing, and other events/training as required.
11. Other related duties as assigned by management.

#### **QUALIFICATIONS INCLUDE:**

##### **Education & Experience**

- Associate Degree is minimum required. Bachelor degree in Human Services or Social Services preferred.
- 1-2 years' experience in employment placement programs, case management, and assessment preferred.

(Or a combination of education and experience providing the knowledge, skills, and abilities to successfully perform the work)

##### **License(s) & Certification(s)**

- Must have valid driver license and auto liability insurance if personal vehicle is used for work-related travel.
- Financial Coaching training within first year of employment.

#### **Skills and Abilities**

- Spanish/English bilingual strongly desired.
- Proficient in Microsoft Office Suite applications, including Excel, Word, and Outlook; Knowledge of ejas (state database), EmpowOR (agency 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.
- Solid judgment and current knowledge of local resources.
- Solid observation, analytical and intuitive abilities.
- Ability to respond appropriately in stressful or emotionally charged situations.
- Demonstrated ability to work harmoniously with people from varied cultural, socioeconomic, educational and experiential backgrounds.

#### **COMPENSATION AND BENEFITS:**

Starting wage between \$16.91 - \$19.13 per hour (DOE)

Benefits include:

- Medical & Dental Insurance including Rx and Vision
- Life Insurance and AD&D coverage
- SIMPLE IRA Retirement Plan (3% Employer Match)
- Employee Assistance Program
- Voluntary supplemental Cafeteria 125 Plan
- Paid Sick and Vacation Leave
- 13 Paid Holidays per year
- Health club discounts

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

#### **TO APPLY:**

Qualified candidates are encouraged to apply by providing **ALL** items requested. Please submit the following:

(1) Community Action Application (2) Resume (3) Letter of Interest.

Application Packets should be submitted to: **employment@communityactionskagit.org**

You can find all job announcements and apply online on our website at [www.communityactionskagit.org](http://www.communityactionskagit.org)

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. Should you require accommodation in the application process, please contact our HR Department.

---