

Employment Connection (EC) Job Description
CAREER SPECIALIST (CEP/CAP/WIOA)

The Career Specialist is responsible for assisting individuals to self-sufficiently by helping them obtain a career.

Essential Duties and Responsibilities include the following. Other duties may be assigned:

Clients

1. Interviews clients to determine and evaluate aptitude, ability, interests, social and emotional factors, previous employment experience, physical and personal qualifications, and other data pertinent to classifying, screening, and referring clients to appropriate employment opportunities.
2. Refers clients to employers for job placement or agencies providing training that meets their needs, interest, and qualifications.
3. Aids clients in formulating and updating an Individual Employment Plan which includes long- and short-term employment goals and supportive service needs.
4. Assist clients in applying to educational and/or training institutions for financial assistance.
5. Develop and maintain effective liaison with social service agencies, SLATE, educational institutions, and other agencies and community groups providing supportive services.
6. Stimulates clients through counseling to initiate the development of job/career possibilities.
7. Maintains regular contact with assigned clients.
8. May make home visits to clients as required.
9. Refers special problem cases to appropriate staff for assistance on courses of action.
10. Refers clients to these agencies or institutions for supportive services, when appropriate. Follows up, verifies, and documents referral and placement results.
11. Maintains high-quality client records to facilitate the management of the purchase of services or other administrative systems.
12. May prepare discharge summaries.
13. Prepares and submits a variety of statistical and narrative reports of activities
14. May conduct group sessions for clients, including communication skills, appearance, job readiness, job search and survival skills, one to two evenings a month.
15. Establishes potential client program eligibility and assesses clients' career potential.
16. Conducts employment counseling to determine client desires. Develops client strategic plans for training and employment. Arranges aptitude, interests, and employment skills tests.
17. Recommends skills training, on-the-job training, work experience, academic training (GED), or other training or improvement to increase chances of employment. Advises clients of available funding for training, apprenticeship, and educational opportunities.
18. Analyses cases to develop recommendations and write reports and other documentation.
19. Assists clients with job-seeking skills such as resume writing, interview skills, and others.
20. Conducts exit interviews with clients to determine job-seeking/placement success.
21. Makes employer and client home visits as assigned.
22. Ability to skillfully interview and assess the employability and trainability of clients

Employer

- Contact representatives of business and industry, labor unions, employment agencies, and the like, to solicit/accept job orders.

Career Specialist

- Develops interests in the employment of qualified EC clients and/or in the development of training sites for inexperienced clients seeking employment.
- Schedules appointments between clients and employees.
- May visit places of employment before making referrals to solicit background information on the site and labor market information, to offer specialized EC services to prospective employers, and to determine the information required of applicants. Seeks out and develops job opportunities in previously unexplored areas.
- Develops and maintains an employer information data bank.
- May counsel employers and employees experiencing adjustment difficulties; reports and documents in client files the nature and outcome of counseling sessions.
- Reads and applies literature on job opportunities, occupational information, and labor market trends.
- Communicates with schools and employers regarding clients' progress.

Other

- May act in the absence of a Training Specialist.
- Participates in staff, unit, and inter-unit meetings, including case review sessions.
- **Operates computer and associate peripherals; enters data/information and generates reports. Checks output for accuracy/results.**

Reporting Structure: This role reports to the Co-Manager of Client & Housing Services, under the general direction of the Chief Operating Officer.

Qualifications

Education/Experience:

1. Knowledge of the skills required for a variety of occupations, labor market opportunities and trends, and working knowledge of training programs in the community.
2. Experience developing and maintaining effective working relations with others.
3. Professional experience in client management preferred.
4. Significant experience in an industrial employment area, job placement or high-level contact with employers and/or personnel managers.
5. Experience in working with minorities and disadvantaged workers is desirable.
6. BS/BA in Behavioral Science or closely related fields from a nationally accredited college or university. May be waived with substantial work toward a degree in the above fields or sufficient specialized related training or experience.

Data Utilization:

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such established criteria to define consequences and develop alternatives.

Human Interaction:

Requires the ability to provide professional-level counseling in semi-specialized areas, such as training and employment placement, and job skills development.

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Equipment, Machinery, Tools, and Materials Use:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery, and tools such as motor vehicles, computer terminals, telephones, fax machines, calculator/adding machines, computer printers and photocopiers, and/or materials used in performing essential functions, such as Microsoft Word and Excel. **Ability to type data/information accurately into a computerized interactive terminal.**

Verbal Aptitude:

Requires the ability to utilize a variety of advisory data and information such as contracts, work site agreements, reimbursement requests, client surveys, timesheets, reimbursement requests, contract performance reports, training plans, program regulations, personnel policies, employee performance evaluations, computer software operating manuals, statutes, procedures, guidelines, and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication, and division; calculate percentages, decimals, and fractions.

Functional Reasoning:

Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory, judgmental, and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

Environmental Factors:

Work is normally performed in an office environment under generally safe and comfortable conditions where exposure irate individuals pose a very limited risk of injury.

Sensory Requirements:

Requires the ability to recognize and identify similarities or differences between characteristics of odors to assess client hygiene. Requires the ability to distinguish objects clearly at close range. Requires the ability to sustain prolonged visual concentration.

TRAVEL

Local. Use of personal automobile and liability insurance required.

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BI-WEEKLY SALARY RANGE

\$923 - \$1,627

HOURS PER WEEK

Maximum forty (40) hours - NON-EXEMPT

EOE M/F/D/V.

Employment Connection is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Employment Connection will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the agency. The above statements describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties, and skills required of employees so assigned. **This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.**

Certain job functions described herein may be subject to possible modification under applicable state and federal laws.

Employee Certification:

I understand the description of this job and its essential functions, as stated above. I also understand that not all of the duties are described above and that I would perform those above and other related duties as directed by my supervisor.

Employee Name (Print)

Date

Employee Signature