

JOB DESCRIPTION

Title: Employment Specialist	Reports to: Director of Economic Empowerment
FLSA Status: Full – Time, Non-exempt	
Department: Economic Empowerment	Date: December 2019

Summary: The Employment Specialist is responsible for engaging participants currently receiving services who either have barriers to employment or are underemployed, in a group and/or one-on-one setting on career services such as resume writing, job search skills, interviewing and job retention, as well as coordinating and facilitating power skills/soft skills classes to participants. The Employment Specialist works closely with the Financial Coach to ensure clients have support to help them achieve their program goals. El Centro employees are professionals that set the cultural and professional tone of the organization by striving for cultural competency, valuing diverse populations and ideas and adhering to El Centro’s values and culture.

PRIMARY ACCOUNTABILITIES

1	Contributes to providing quality service in whatever capacity is required in accordance with skills and training. Adheres to grant and community partner guidelines in administering programs and services.
2	Maintains awareness of trends and best practices, and is proactive in continually acquiring knowledge in the field of career coaching, behavioral change and financial stability theory and practice
3	Delivers one-on-one job coaching in person, by phone and/or by email as determined appropriate for each participant and for each participant’s stage in the program.
4	Facilitates cohort groups of participants on resume writing, interviewing, job search and job retention.
5	Maintains complete, accurate and timely records of program activities and contact with participants and utilizes database to record required participant data, uses data to measure progress, creates personal reports.
6	Develops and maintains internal employer / job database through outreach and relationship building in partnership with Director of Economic Empowerment.
7	Develops and maintains relationships with potential employers (in partnership with Director of Economic Empowerment)
8	Supports and contributes to positive Public Relations of El Centro. Examples of this responsibility include civic and community engagement, organizing and participating in outreach activities and El Centro events; advocates on behalf of clients, community needs, system change and public policy. Establish and maintain positive, effective relationships with key resources, vendors, regulators, and other internal and external sources that have a significant effect on the outcomes and operation of El Centro business.

9	Supports and contributes to a workplace that aspires to become culturally competent by helping us work with others to facilitate sensitivity, openness and respect to people regardless of differences. Supports the cultural competency indicators.
10	Supports and contributes to El Centro's advocacy and policy initiatives. Attends staff trainings to enhance El Centro's advocacy capacity, participates in awareness campaigns, and shares information with clients and community stakeholders.

ESSENTIAL FUNCTIONS/KEY COMPETENCIES

- Ability to interact with and provide effective client services
- Ability to effectively manage time to handle responsibilities
- Ability to effectively utilize technology for tracking and reporting
- Demonstrate problem solving skills
- Commitment to cultural competency in provision of services and organizational development
- Commitment to advocacy benefiting clients, community, social change, and public policy

POSITION REQUIREMENTS

Education

Bachelor's degree or combination of education and work experience
 Agency will support training for as required

Experience

- Minimum of two years' experience in the field

Skills

- Bilingual English/Spanish
- Ability to utilize technology

No. of Direct Reports: 0	No of Indirect Reports: 0