**Employment Specialist**

This position will encompass bridging the gap to employability and increasing one’s income potential and self-sufficiency. This position will assist clients with career-building skills and finding job openings available within the community. This position will also provide direct client services related to job readiness training, job coaching, job placement services, job recruitment/development along with employer engagement, and job retention support. The employee will be expected to travel to various agencies and businesses throughout the Tarrant County area in his/her own vehicle and work a flexible schedule.

**Essential Job Duties and Responsibilities related to Employment & Recruitment:**

* Provide development/recruitment/placement activities that include providing job leads, talking to employers, and soliciting businesses and industries for job opportunities
* Provide job coaching that includes soft skills training, resume and cover letter assistance, job search strategies, workplace attire, professional etiquette, and interviewing techniques
* Research potential job opportunities and build relationships with local businesses and employers through worksite visits, cold-calling, mining job boards, networking and/or social media.
* Utilize various training and coaching methods for participants to grow in their employability skills: workshops, professional development classes, simulations, informational, and learning lunches
* Ensure the employment obtained matches the participant’s abilities and experience with the requirements of the job resulting in successful employment with minimum 6 months job retention rate.
* Provide follow-up assistance for clients placed in jobs.
* Represent the agency at local provider fairs, events, job fairs, and hiring events.

**Additional Responsibilities:**

* Assist Coaching Service’s team with Employment and Financial Coaching clients as needed
* Provide ongoing follow up with clients to encourage, and monitor client’s progress
* Actively participate in shared coaching meetings and staffings
* Make appropriate resource referrals on the clients behalf as needed
* Participate/attend continuing education opportunities, conferences, and trainings to stay abreast with the latest developments and trends as it relates to the field
* Documentation, record keeping, and data entry on a regular basis for all provided services. Ensure client files are current and meet funding source requirements.
* Prepare, complete and submit all required reporting by deadlines and in accordance with agency requirements and funding source standards.
* Contribute to peer to peer learning and foster a team philosophy within department and agency.
* This position is also responsible for aligning the objectives and daily process to the Working Families Success (WFS) program goals and objectives while ensuring grant compliance and performance standards are met.
* Present a professional appearance and demeanor to clients and businesses.
* Perform other tasks and projects as may be assigned by supervisor.

**Education Requirements and Qualifications:**

* Bachelor’s degree from an accredited college (prior experience in social service is recommended but not required).
* Must have reliable transportation, a current driver’s license, and evidence of auto liability insurance.
* Knowledgeable of community resources and community service providers within the Dallas Fort Worth Area
* Ability to coach clients utilizing the coaching model while ensuring best practices, active listening, client engagement, and hold clients accountable
* Ability to exercise cultural competency and awareness
* Ability to effectively work within a team and or independently
* Proficient in Microsoft Office including Excel, Word, PowerPoint and Outlook
* Ability to accurately document case notes and input all data points into agency’s database in a timely manner
* Uphold confidentiality and professional boundaries
* Strong verbal and written communication skills
* Must be comfortable with public speaking and have the ability to effectively communicate ideas, and feedback

**Knowledge, Skills, Abilities and Characteristics:**

* Well-developed oral and written communication skills.
* Proficient in Microsoft Office products.
* Outgoing personality with excellent interpersonal skills, utilizing tact, patience, and courtesy in all encounters and being comfortable presenting to large groups.
* Excellent organizational skills and creativity.
* Self-driven
* Knowledgeable in the coaching model, including Employment and Financial Coaching
* Utilize strengths-based approach and motivational interviewing techniques

If interested, email resume and cover letter to info@cechope.org