



POSITION TITLE: Employment Specialist

PRIMARY SUPERVISOR:

DEPARTMENT: Drop-In Center

SUPERVISES: N/A

STATUS: non-exempt

SALARY RANGE: Beginning salary will be commensurate with education and experience and based on appropriate industry standards.

POSITION DESCRIPTION: The Employment Specialist position will assist Transition Age Youth (TAY) presenting to our Drop-In Center with support throughout the employment process. The Village Family Services Drop-In Center provides low barrier, culturally competent, and trauma-informed services for TAY within the San Fernando Valley Service Area 2. The Drop-In Center staff is responsible for minimizing the psychological, physical, and social barriers that may deter TAY and lesbian, gay, bisexual, transgender and queer/questioning (LGBTQ) TAY from seeking and accepting needed services and resources. The Employment Specialist is the employment contact for homeless individuals ages 16-25 looking for employment. This individual will assist TAY with career development, job search, resume preparation, interview coaching, and is responsible for developing employment opportunities for people or to identify work training programs and supported employment programs.

REQUIREMENTS & QUALIFICATIONS:

Education and Experience:

- High School Diploma/GED required, and two years related experience preferred, or equivalent combination of education and experience in a mental health, chemical dependency, social services or non-profit field
- Basic computer skills, Microsoft Office, Word, Excel, Power point, Outlook and Internet
- Experience with an electronic records system highly desirable
- Valid CA Driver's License
- CPR & First Aid Certified or able to obtain within 30 days of hire
- Experience working youth and young adults who have endured hardship or difficulties with chemical dependency

DUTIES & RESPONSIBILITIES:

All of the responsibilities listed below are considered essential functions of this position. Additionally, this position is expected to ensure adherence to the core operating values and the strategic direction of the agency.

1. The Employment Specialist works 1-on-1 with clients to provide employment services with the goal that clients get ready for a job, find a job, and keep a job
2. Responsible for a dedicated caseload, the successful candidate will have the ability to use independent judgment, exceptional organizational skills, and a willingness to incorporate emerging industry best practices and techniques in their work
3. The Employment Specialist will establish new relationships with prospective employers who will employ our participants; maintain pre-existing relationships with employers who currently employ our participants; effectively match program participants with employers and right fit employment opportunities

4. Assist individuals to find employment in the community, in accordance with the individual's preferences, capacities and personally developed goals
5. Implement systematic instructional programs to train the worker to perform required job duties accurately and efficiently
6. Develop community-based employment opportunities for people we support through regular employer contacts, public relations and community interaction
7. Provide individualized, ongoing job coaching on and off the job site for newly employed.
8. Oversee the day-to-day case management of both working and non-working clients; Encourage and motivate clients to work on their job search
9. Orient, assess, and provide employment counseling for clients and assess clients for job readiness such as dressing for success, interviewing skills, professional demeanor
10. Maintain up-to-date referral resources for clients to facilitate employment search
11. Conduct 1-on-1 job readiness activities with clients, including resume building, practice interviews, job applications, computer tutorials, cover letters, reference lists, job search guidance, etc.
12. Facilitate Job Preparation classes and other seminars on an as needed basis
13. Customizing participants' resumes to fit identified opportunities
14. Ensure all required documentation is completed in a timely and accurate manner
15. Must have good communication and interpersonal skills
16. Good writing skills and organizational abilities
17. Ability to quickly build rapport with a diverse group of youth
18. Experience with outreach to at-risk, vulnerable, and hidden populations
19. Assists in assuring the safety and well-being of the youth within the Drop-In Center and maintaining a nurturing and supportive environment

Additional Duties and Responsibilities

- Conduct all functions in accordance with Agency guidelines, policies, procedures, and ethical standards
- Maintains safe work area by complying with procedures, rules, and regulations
- Demonstrates a high level of professionalism in dealing with confidential and sensitive issues
- Attend staff meetings, agency wide meetings, trainings, and other meetings as assigned

Confidentiality and Privacy

Adheres to all legal parameters for ensuring and maintaining clients' confidentiality including HIPAA, State and Federal laws



Knowledge, Skills and Abilities

Analytical Ability	Teamwork	Problem solving	Professional Appearance and demeanor
Technical Skills in MS Word, Excel, and EHR or database Systems	Interpersonal Skills	Excellent oral & written communication	Detail oriented
Business Acumen	Professional Demeanor	Strong Ethics & Judgment	Organizational skills
Appreciation of Diversity	Excellent Attendance & Punctuality	Dependable	Takes initiative
Time Management	Leadership	Flexibility	Enthusiasm

The statements contained herein describe the scope of the responsibility and essential functions of this position but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas.

The Village Family Services (The Village/TVFS) is an internationally accredited, leading bilingual family wellness organization that provides culturally sensitive, trauma-informed mental health, homeless and foster care services to thousands of Los Angeles County’s most vulnerable and underserved children, youth, and their families. We specialize in helping LGBTQ and transition age youth who are in crisis and are recognized for our community response for ending youth homelessness.

To apply, please email resume along with cover letter to hr@thevillagefs.org with subject line RRH Case Manager