

Employment Specialist

Non-Exempt Full-Time \$11-\$13/HR

Summary

Training, coaching, and developing lines of communication/partnerships within the community to assist participants who are seeking employment to find jobs. The employee provides direct services to external and internal customers and collaborates with other professionals by one or more of the following: Personally assessing situations, obtaining necessary information, drawing conclusions, and recommending courses of action in accordance with documented program and business practices and procedures. Identifying skill specific employment opportunities for participants and educate external businesses on how Goodwill can help them meet their business objectives.

Essential Job Functions:

- Receive, record, and track participant's activities for Employment services.
- Receive record and track employment opportunities from current and prospective employers.
- Completion of multiple, complex duties at one time.
- Planning and organizing to help participant reach goals.
- Assist participants in developing resumes; perform simulated interviews and offer job search counseling to facilitate placement of participants.
- Meet with participants enrolled in training classes and/or on caseload a minimum of bi-weekly to ensure that participants are meeting IEP goals.
- Conduct mock interviews with computer class students and provide constructive feedback.
- Match employment opportunity requirement to talents, training, and experience of participants.
- Assist in classroom instruction during employment related topics within the curriculum.
- Notify and advise qualified candidates of job availability and facilitate participant/employer contact where necessary.
- Follow up with participant and/or employers to determine referral results.
- Identify current and prospective work experience sites.
- Match job requirements to talents, training, and experience of registered students.
- Maintain appropriate record keeping systems and procedures for placement Services and Employer Contacts.
- Develop/assure proactive and positive interaction between participants and their employers.
- Participate in Career Fairs.
- Networking within the community 8 hours a week (can exceed 8 hours but no less than 8 hours) to develop partnerships.
- Report recommendations to other team members and obtain feedback.
- Establish professional relationships with participants and their supports to ensure continuous progress.
- Completes required reporting for various agencies working in conjunction with GIL
- Other duties as assigned.

Education and Experience:

- A Bachelor's degree preferred, or related experience may be substituted.
- Minimum: One to two years. Preferred: Three to four years.
- Experience specifically in placing persons with disabilities or barriers to employment and/or securing new business for the corporation is preferred. Successful combined experience is ideal.