

**LOWENSTEIN HOUSE, INC.
JOB DESCRIPTION**

EMPLOYMENT SPECIALIST

Exempt: Yes	Grade: 6	Starting Pay Range: \$28,971 - \$34,185
Department:		
Supervised By: Vocational Services Coordinator		
Date Last Revised: January, 2019		

POSITION SUMMARY

The Employment Specialist is responsible for providing job placement and follow along services to Lowenstein House members. They are responsible for ensuring a smooth transition for the members to the world of work.

RESPONSIBILITIES

1. Develops and maintains a Job Placement program in accordance with the stated goals and objectives of Lowenstein House.
2. Places Lowenstein House members onto jobs in the community utilizing the IPS/Supported Employment model adopted by Lowenstein House.
3. Supervises job site placements, conducts job follow-up on working members, maintains contact with employers.
4. Completes all necessary paperwork and documentation for assigned members.
5. Provides case management services for all members assigned to caseload.
6. Keeps contact with local businesses to develop job leads; maintains files on current and new employers.
7. Develops close liaisons with the Memphis Area Career Center to create a flow of job opportunities and placement possibilities. Develops close liaisons with local Social Security Administration to clarify, when needed, policies and procedures related to member's employment and benefits. Maintains close liaisons with local VR office to ensure coordination of efforts.
8. Provides public presentations when needed. Arranges and conducts Lowenstein House tours when applicable.
9. Conducts groups related to employment issues. Conducts counseling sessions with members as necessary to improve job readiness and other skills necessary to increase marketability and/or self-sufficiency.
10. Maintains records of community contacts and follow ups; coordinates the transportation needs of members with supervisor and/or other appropriate staff.
11. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

None

MINIMUM REQUIREMENTS

- Bachelor's Degree
- Experience in mental health or social service
- Valid driver's license
- Must be available to work varied work hours (weekends or after hours)
- Must have own transportation

OTHER SKILLS AND ABILITIES

- Ability to function with a high degree of initiative, creativity and independence
- Familiarity with the Memphis Business community
- Ability to teach vocational readiness classes
- Possesses basic computer skills
- Ability to work with and relate to a diverse group of people
- Ability to communicate clearly and effectively both orally and in writing

PREFERENCES

- Psychosocial rehabilitation experience
- Job coaching or job development experience
- Familiarity with the concept of supported employment
- Sales experience