

Employment Opportunity

Position: Employment Specialist/Job Developer

Summary: This position is responsible for preparing program participants to seek, obtain, and retain employment. This position is also responsible for networking with area businesses and industries to identify appropriate job opportunities, job development and placement strategies for individuals who are homeless; facilitating curricula to provide ongoing support services; and serving as a liaison between the program and the job site.

Reports to: Director of Employment

Supervises: Employment Resource Area Volunteers

Responsibilities: (to be performed with or without reasonable accommodation):

1. Assist with the screening, application, and assessment process for prospective workforce participants; ensuring the participants are fully committed to invest the time and apply the proper priority to program participation.
2. Establish career goals in collaboration with participants and their respective case manager.
3. Provide and facilitate employment workshops and training for job readiness and job retention.
4. Provide accessibility and linkages to community based education and training programs courses
5. Network with area business and associations to identify and advocate for appropriate job opportunities for program participants.
6. Develop partnerships with businesses, industries, government and employment agencies to secure appropriate employment opportunities.
7. Cultivate strong relationships with employers and program participants, identifying specific needs and skills required by specific employers and matching to proven talents, abilities, goals and experience of program participants.
8. Motivate and provide on-going support to program participants to help manage and retain employment.
9. Develop, maintain, and provide knowledge on current tax and work incentives for both employers and program participants.
10. Prepare and maintain accurate files and reports.
11. Assist in interviewing, training and managing volunteers.
12. Develop, update and maintain an Employment Resource area.
13. Participate in weekly supervision meetings and monthly staff meetings.
14. Must occasionally drive clients to employment opportunities.
15. Other duties as assigned by supervisor.

Knowledge, Skills, and Abilities:

1. Ability to develop effective relationships with area employers.
2. Excellent engagement skills
3. Effective written and oral communication skills.
4. Strong organizational skills with attention to detail.
5. Ability to train and manage volunteers.
6. Strong interpersonal skills.
7. Ability to work independently and work as part of a team.
8. Computer literacy in Microsoft Word and Excel, database capabilities and online communication.
9. Knowledge of public policies and best practices regarding job creation and employment preparation and retention for hard-to-employ populations.

Qualifications:

1. Bachelor's degree in business, Human Services or related field.
2. Minimum of two years' experience with job development or employment readiness.
3. Sales experience a plus.

Other:

4. Flexible hours may be required.
5. Provide own transportation.

Classification Status: Full-time Exempt

To apply, please email cover letter and resume to hr@dupagepads.org, listing "Employment Specialist/Job Developer" in the subject line.