

## DuPage Pads

**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. Assess program participants to determine their employment needs.
2. Establish goals in collaboration with participants and case managers.
3. Provide and facilitate employment workshops and training for job readiness and job retention.
4. Provide accessibility and linkages to GED and vocational courses
5. Network with area business and associations to identify and advocate for appropriate job opportunities for program participants.
6. Develop relationships 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. Participate 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 and government employment agencies.
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.
9. Knowledge of issues related to homelessness and poverty.
10. 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 Human Resources, Human Services or related field.
2. 2 years experience with job development or employment readiness.

3. Some sales experience a plus.

**Other:**

1. Some evening and weekend hours required.
2. Provide own transportation.

**Classification Status:** Full-time Exempt

To apply, please email cover letter and resume to [hr@dupagepads.org](mailto:hr@dupagepads.org) listing "Employment Specialist" in the subject line.