

## **Employment Specialist**

### **JOB SUMMARY:**

The mission of Fathers and Families Center (FFC) is “To build a noble legacy of fatherhood – assisting fathers in achieving self-sufficiency and in strengthening families to improve the life chances of children.” We accomplish this by working with fathers and their families to help them to be better partners, providers and parents.

The Employment Specialist furthers this mission as a member of the Workforce Development Team, providing assistance to the participants of Fathers and Families Center in preparing for, obtaining and retaining competitive employment with a sustainable wage through effective and relevant job development, job placement, and job retention. This position is also responsible for coordinating training certification exploration, enrollment and completion as a part of a participant’s career path.

### **ESSENTIAL JOB FUNCTIONS:**

- Works with participants to help them search for, obtain, and maintain competitive employment with a sustainable wage.
- Assists participants in developing and implementing assessments, inventories and plans for optimal training and employment opportunities.
- Assists with coordination of weekly Career Clubs and Quarterly Career Fairs.
- Coordinates job tours, job shadowing and other experiential learning opportunities.
- Teaches pre-employment and employability skills as part of FFC’s Strong Fathers class.
- Works with participants to develop resumes and interview skills including coordination of mock interviews.
- Maintains ongoing contact with participants and employers to track employment status and wages, and to assist with problems that may arise.
- In coordination with Workforce Development Manager, identifies potential corporate sponsors through networking and follow-up.
- Assists with job development and identification in key employment sectors.
- In coordination with the Workforce Development Manager, and Education Specialist, vet participants for training certification success using rubric(s) and/or assessments.
- In coordination with Education Specialist, ensures that participants meet training certification requirements (i.e. TABE, HSE Diploma attainment, criminal background, etc.).
- Assist with participant enrollment and completion of training certifications.
- Refer participants to WorkOne and/or other training referral resources.
- Provides case management, coaching, advocacy and other supports to participants to make job placement and retention successful.
- Assist with implementing assigned grant funded programs and services

### **ASSOCIATED JOB DUTIES:**

- Documents participants’ employment and training progress in ETO, case note, files (and

other databases as required) in a timely fashion to ensure accurate information and reporting (including but not limited to attendance, placement, retention, wages, sectors and training certifications obtained).

- Participates in team and/or project meetings to insure interdepartmental coordination and cooperation.
- Provides status reports to management as required.
- Assists with recognition ceremonies and other on- and off-site special events and activities.
- Maintains workforce social media presence for participants and their families.
- Performs worksite and community visits as needed.
- Performs all other job-related duties as assigned.

**JOB REQUIREMENTS:**

- Bachelor's degree required
- Three or more years of job- related experience required
- Workforce development training experience preferred