

Dawning Family Services
JOB DESCRIPTION

POSITION	Employment Specialist
DEPARTMENT	Program
REPORTS TO	Director of Programs
FLSA STATUS	Non-Exempt / Part-Time temporary position
SALARY	\$17.33 / hour
POSITIONS SUPERVISED	None

MISSION

We create sustainable change in the lives of our community's most vulnerable families.

POSITION FUNCTION/OVERVIEW:

The Employment Specialist will implement employment support services for clients who are at-risk of, or experiencing homelessness, in the City of Tampa. Responsibilities include working with individuals to develop job search and interview skills, promoting career decision-making, and establishing and maintaining good working relationships with contacts and networks in the public and private sector.

All DFS employees are expected to demonstrate the mission, values, and sensitivity to the diversity of the organization's clients.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

- Conduct initial assessments of clients to determine job readiness, identify skills and barriers to employment, make referrals to employers and training programs.
- Assist clients in obtaining and maintaining employment that provides a livable wage.
- Provide outreach to employers and actively work to develop professional relationships, training opportunities, and job leads with employers for existing and potential clients.
- Assist clients in creating an employment portfolio i.e.; resume, cover letter, a list of references, copies of vital documents such as birth certificate, social security card, etc.
- Conduct one-on-one counseling and/or workshops in job readiness skills such as resume writing, completing applications, interviewing techniques, the importance of arriving on time for work, what to wear, and respectful communication with a supervisor.
- Partner with community agencies to provide employment services to their client population.
- Assist clients in setting up email accounts, conducting internet job searches, and online application processes.
- Maintain appropriate documentation records, work logs, and case notes. Track employment placement outcomes, retention of employment, and increases in earned income. Input data into UNITY database system.
- Must be able to work a flexible schedule including nights and weekends.

- This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities, and requirements of a person so classified. Other functions may be assigned, and management retains the right to add or change the duties at any time.
- This position is funded through a contract and could end on September 30, 2020 if the contract is not renewed.

PRINCIPAL RELATIONSHIPS: Regular contact with DFS staff to provide and obtain information. Frequent contacts with outside agencies including government agencies, medical community, and advocacy groups to facilitate the process of clients receiving SSDI benefits.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. DCF background clearance, fingerprinting and drug testing required. Must have reliable transportation, valid FL ID, auto insurance, and clean DMV record.

EDUCATION and/or EXPERIENCE: Bachelor's degree. A minimum of two years' experience related to homeless services. Be well versed in employment procedure, hiring processes, unemployment and EEO guidelines. Excellent cover letter and resume writing skills. Demonstrated ability to build and maintain relationships with a wide array of people and organizations.

RELATED SKILLS: Strong written and oral communication skills. Effective interpersonal skills to interact with clients, external partners, agencies, and others to assure clients' needs are met. Ability to work independently with minimum supervision. Knowledge of office systems including databases; MS-Office preferred.

LANGUAGE SKILLS: Outstanding communication and interpersonal skills are essential. Ability to effectively present information in one-on-one and small group situations to clients, other agencies, and community partners. Ability to respond to common inquiries or complaints from clients, residents, outside agencies and community partners. Must be able to conceptualize well and communicate professionally and effectively. Bilingual in English/Spanish is strongly preferred.

MATHEMATICAL SKILLS: Ability to perform basic mathematical skills, Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions, Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand, walk and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Must adhere to safety and OSHA Standards. Observe safety requirements as required by employer and adhere to state and local health and safety regulations.

Dawning Family Services is an Equal Opportunity Employer