



## JOB DESCRIPTION

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### EMPLOYMENT SPECIALIST

### PATHWAY HOME 2 (PH2)

#### **POSITION SUMMARY:**

Serve as the lead on all employer engagement strategies, facilitate career pathway strategies along with the Training and Education Coordinator. Serve as the liaison with industry sectors to determine industry workforce trends and opportunities to maximize program performance. Provide human resources support via scheduling hiring/job/career fairs, keeping abreast of regional labor market information, coordinate applicant screening, employer testing and support other pertinent services to the business community, target specific employers who will offer benefits and career paths. Coordinate with employers to implement Informational Sessions that educate participants on steps to apply for available positions, company culture and attributes for success in the various open positions. Serve as lead staff person to the Industry Advisory Board (IAB).

#### **ESSENTIAL JOB FUNCTIONS:**

- Demonstrated ability to understand and assess participant employment needs.
- Interview participants about education, work, and volunteer background to assist in setting employment goals.
- Assist participants in developing an Individual Development Plan with realistic educational/training and career goals.
- Administer intensive assessments (CASAS job readiness assessment, IRES risk/need assessment along with the LS/CMI criminogenic risk assessment and *My Next Move/O\*NET* career interest profiler) and enroll eligible participants in the program.
- Interpret assessment results and assist participants in selecting a career pathway based on local Labor Market Information.
- Coordinate with DJS staff to identify and refer candidates for pre-employment training, educational development, skill-based training or immediate job placement, as appropriate and agreed upon via established IDP goals.
- Provide participants with relevant Labor Market Information.
- Link participants with needed legal services and any identified support services.
- Coordinate with additional staff and partners to ensure participant has access to tools and resources designed to address criminogenic risk/needs and to achieve goals and program outcomes.
- Maintain weekly/monthly contact with participant pre- and post-release to ensure participant's progress toward established goals, refer participant to supportive services, as appropriate, and document all contacts, services and program information in MoJobs and the MET Database as well as maintain paper files as outlined in program guidelines.
- Responsible for collecting, securely maintaining and reporting on required performance measures for all participants enrolled in the program.

- Communicate effectively with all team members, management and participants.
- Provide constructive feedback to participants.

### **SKILLS AND ABILITIES:**

- Demonstrated knowledge of evidence-based re-entry programs.
- 3-5 years' experience in reentry and/or workforce development programs working with offender populations.
- Knowledge of a variety of workforce assessment and career development tools; familiarity with corrections risk assessment tools.
- 3-5 years' experience in case management or similar role.
- Ability to understand and assess participant needs and assist in appropriate program/resource referrals.
- Demonstrated ability to communicate effectively (both verbally and in writing).
- Must maintain thorough, detailed documentation and data input into MoJobs Database and MET Database, upon each contact with participant but no less than weekly.
- Demonstrated superior Customer Service skills.
- Proficient in MS Word/PowerPoint/Outlook; MoJobs Database experience is a plus.

### **QUALIFICATIONS:**

- Bachelor's Degree in Social Services, Human Services, or a related field of study and/or 3-5 years of social services or business experience.
- Must demonstrate experience working in a demanding, fast-paced work environment.
- Must demonstrate excellent attention to detail.

The duties identified above are meant to describe the general nature and level of work performed; they are not intended to imply that these are the only duties. Employees will be required to follow other job-related instructions and to perform other duties as requested in compliance with state and federal laws. Job functions are performed on site and may be modified, as needed.