

ECDC / AFRICAN COMMUNITY CENTER

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WWW.ECDCUS.ORG

Job Description

Position: Employment Specialist
Reports to: Employment Program Manager
Status: Full-Time/Exempt
Location: Arlington VA

Job Summary: This position is responsible for assisting RP/APA, refugee and asylee clients with seeking, obtaining, and maintaining employment, thereby attaining self-sufficiency. Other duties include preparing progress reports, tracking financial expenditures and statistical data.

Key Responsibilities

1) Job Development

- Assess new clients' employment and education by completing Employability Plans during weekly intakes.
- Conduct job search and complete job applications on behalf of Employability Service program participants.
- Facilitate all employment efforts with these participants: interviews, drug tests/physicals, employment paperwork, employment verifications, challenges in the workplace, etc.
- Work intensively with clients to improve employability through small-group orientation and training sessions, including job interview preparation and job skills development, among other topics.
- Design schedules for trainings based on client language requirements. Job readiness and resume building workshops will be implemented on a regular basis and interview preparation classes will be provided when coordinating group interviews for open hiring.
- Develop and maintain a job data bank.
- Identify and provide clients with information on recertification, no- to low-cost training programs, volunteer opportunities, and other resources if appropriate.

2) Outreach

- Conduct outreach to businesses in the Great Washington area on a regular basis.
- Maintain regular communication with employers.
- Respond to all contacts from potential employers in a timely and professional manner.
- Coordinate job application, interview and orientation processes.

3) Program Compliance

- Follow-up with employers after applications are submitted.
- Assist with transportation to, and interpretation of, interviews.
- Conduct employment follow-up within 3 days, as well as up until and after 90 days with both employers and clients.
- Acquire pay stubs and employment verifications in order to properly document employment retention.
- Close case based on program guideline.

4) Report and filing

- ✓ Submit cash and rental assistance fund request.
- ✓ Document and distribute checks to clients.
- ✓ Maintain the integrity of clients financial records.
- ✓ Submit progress reports, including monthly and quarterly reports indicating any updates in the employment statuses of the active caseload.
- ✓ Maintain regular case notes in case files for all services provided.
- ✓ File required documents in case files in accordance with program requirements.
- ✓ Attend all relevant meetings (Case Management, Employment, All-Staff meetings).
- ✓ Follow team procedures for document management and coordination of team efforts.
- ✓ Other duties as requested by supervisor.

Education, Experience, Knowledge, Skills and Abilities

- ✓ Bachelor's Degree in relevant field, may substitute equivalent experience.
- ✓ Prior job development or employment services experience **required**.
- ✓ Knowledge of resettlement program a plus.
- ✓ Strong organizational skills and ability to multitask effectively.
- ✓ Experience working with refugees or other diverse populations.
- ✓ Excellent written and verbal communication skills.
- ✓ Demonstrated proficiency in Microsoft Office Suite required.
- ✓ Ability to manage heavy workload and maintain required deadlines.
- ✓ Ability to relate professionally to, and collaborate with, diverse individuals in a multicultural environment.
- ✓ Ability to work evening and weekend hours occasionally.
- ✓ Multilingual a plus.
- ✓ Background check and clean DMV record.
- ✓ Current driver's license.
- ✓ Access to own transportation.

Physical Demands

- Moderate physical activity, which includes standing, sitting, lifting and carrying furniture and suitcases, and walking.
- Ability to see and hear within normal parameters.
- Requires local travel pick-up clients at the airport and take them to their home and to a variety of appointments; and to attend meetings locally.
- Ability to maintain emotional control under stress.

Environmental Factors: Work is primarily indoors in a climate-controlled building and for period of time outdoors.

Contact with Others: Position involves daily verbal and written contact with employers, clients, local social service agencies, and ECDC staff.

Performance Criteria: Related to job responsibilities, core competencies, and performance goals developed with supervisor and set annually.

Other Information: All employees are expected to comply with ECDC's employment policies while carrying out their work. The range of responsibilities outlined above may change from time to time to reflect the changing needs of the organization.

Confidentiality: All employees are required to work in a confidential manner in all aspects of their work.

Proof of Eligibility to Work in the United States: All employees must submit proof of identity and their legal authorization to work in the United States. (If a prospective employee fails to submit this proof of work authorization, federal law prohibits ECDC from hiring the person.)

This description is intended to indicate the kinds of tasks required of positions given this title. It is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Received by _____ Date _____

Employee