

Economic Security Corporation Job Description

Job Title: Employment Support Worker
Department: Community Development
Reports To: Assistant Community Development Director
FLSA Status: Non-exempt
Revision Date: December 26, 2018
Job Classification: Grade 5

SUMMARY

The Employment Support Worker recruits potentially eligible participants for employment and training programs; conducts initial and life skills training; develops job sites, counsels and instructs individuals on how to develop their job skills or educational skills; arranges job interviews and placements for participants, plus completes follow-up services.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Recruits and interviews applicants. Determines eligibility through background checks and applicant statements/information
2. Verifies employment assessments and other documents.
3. Refers applicants to agency programs; and/or programs of other agencies.
4. Counsels participants as part of the ongoing training program; encourages participants in overcoming employment barriers.
5. Ensures that all guidelines required by contacts are achieved, including frequency of case management and development of employability options.
6. Markets the program by oral presentation to employers and community organizations, by the distribution of promotional literature, and by use of area media.
7. Follows up on job leads developed as a result of marketing efforts. Makes regular personal contact with persons responsible for hiring.
8. Maintains a resource book of area employers, personnel needs, and contact persons.
9. Negotiates training contract with employers, identifying the length of work-related training for recipients.
10. Develops work sites through contact with public agencies and local businesses. Explains nature of program to potential employers.
11. Visits work sites and potential work sites to ensure acceptability to program and contractual requirements.
12. Places program recipients at specific approved work site.
13. Acts as liaison between program and employers. Visits employers and training sites periodically as required by tract agency policy.
14. Develops jobs for participants upon completion of training by canvassing local employers, selling employers on the program and trainees, and arranging interviews for participants.

15. Counsels clients and assists them in arranging job interviews.
16. Develops professional relationships with community agencies in order to better serve low-income families.
17. Develops, organizes, and teaches seminars on employment or educational opportunities and skills.
18. Administers ability/interest tests; assists in setting long and short-term goals; and reviews results with clients.
19. Leads a support group for graduates.
20. Develops a curriculum of job search material and recruits local business owners as guest speakers.
21. Completes follow-up activities with client and employer.
22. Completes all paperwork required by contract or agency accurately and in a timely manner.
23. Completes follow-up assignments as required by program contract.
24. Maintains records required by funding sources, government regulations, or agency policies.
25. Meets minimum requirements of family development units as assigned by division director.
26. Maintains error ratio of less than 12%. This is measured on program applications submitted for payment.
27. Recruits low-income representatives for ESC Board of Directors and meets minimum numbers for recruiting as assigned by division director.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

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 the essential job functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree in Social Work or related field from four-year college or university; or one to three years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write route reports and correspondence. Ability to speak effectively before groups of customer/clients or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

COMPUTER SKILLS

Proficient personal computer skills, including electronic mail, record-keeping, routine database activity, word processing, spreadsheets, graphics, etc.

PLANNING/ORGANIZATION

Prioritize, organize, and delegate assignments.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have valid driver's license, have reliable transportation, and meet the Missouri automobile liability minimum requirements.

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 stand; walk; sit; use hands to finger, handle or feel; and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision and peripheral vision. This position has sedentary physical activity performing non-strenuous daily activities of an administrative nature.

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 working conditions are well-lighted and/or air-conditioned indoor office setting with adequate ventilation. The noise level in the work environment is usually moderate.

Employee Signature

Date