

Economic Security Corporation Job Description

Job Title: Homeless 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 Homeless Employment Support Worker recruits potentially eligible participants for employment and training programs, conducts initial and life skills training; 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 clients in overcoming employment barriers.
5. Ensures that all guidelines required by contracts are achieved including frequency of counseling and development of employability options.
6. Recruits low-income representatives for the agency Board of Directors and meets minimum number for recruiting assigned by division director.
7. Follows up on job leads. Makes regular contact with persons responsible for hiring.
8. Maintains a resource book of employers, including those who are willing to work with persons who have committed crimes and have felony convictions.
9. Responsible for awareness of local job market and possible sites to place clients.
10. Educates local employers on the importance of hiring someone who has a less than perfect work record, and explains tax credits, federal bonding programs, and other incentives for hiring.
11. Counsels clients and assists them in arranging job interviews.
12. Coordinates activities with Community Development staff and other agency staff members to enhance job placement possibilities or assist in life enhancement activities.
13. Teaches seminars on employment or educational opportunities and skills.
14. Assists in setting long and short-term goals, and reviews results with clients.
15. Develops a curriculum of job search material and recruits local business owners as guest speakers.
16. Develops professional relationships with community agencies in order to better serve low-income families.

17. Markets the program by oral presentations to shelters and other organizations by the distribution of promotional literature and by use of area media.
18. Completes follow-up activities with client and employer.
19. Completes all paperwork required by contract or agency accurately and in a timely manner.
20. Enters customer data into the computer.
21. Completes follow-up assignments as required by program contract.
22. Maintains records required by funding sources, government regulations, or agency rules.
23. Meets minimum requirements of Family Development units as assigned by the division director.
24. Leads a support group for program graduates.

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 Business Administration, 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 effectively present information in one-on-one and small group situations to customers, clients, and other employees of the 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 in a well-light, heated and/or air-conditioned indoor office/production setting with adequate ventilation. The noise level is moderate.

Employee Signature

Date

Employee Name