



JOB NOTICE

Date Posted: January 2, 2018

Closing Date: January 15, 2018 or until filled

APPLICATION PROCEDURES: Send letters of intent/ resume to INDEED or via mail to BOX. ES to HR, Compass Family and Community Services. 535 Marmion Avenue, Youngstown, Ohio 44502

Department: Workforce Development

Title: Employment Specialist

Salary: Full-time. Includes comprehensive benefits package.
Pay rate negotiable depending on experience.

Overview of Compass Workforce Development Services

Compass Workforce Development program employs several full time vocational rehabilitation counselors and specialists as well as intermittent job coaches. We serve both youth and adults with disabilities as well as those with special needs by preparing them for employment, providing them with access to job openings, and providing them support after they obtain employment. We also support individuals who want to enter post-secondary training programs.

General Duties:

- Conduct intake interviews for job placement referrals in Mahoning County and/or Trumbull County.
- Conduct placement orientations and develop resumes and individual placement plans with clients.
- Develop a job support plan with the client using input from the client, mental health workers, family members and past employment experiences.
- Assess client's vocational functioning on an ongoing basis utilizing new information and feedback from work experiences.
- With the client's permission, provide education and support to family members.
- Discuss and formalize client's preferences for disclosure to employers.
- Accompany clients on job interviews and provide feedback to them about strengths and areas that need improvement
- Conduct regular systematic job development and job search activities with employers via, personal visits, telephone calls, e-mail and direct mail. Develop job leads that are directed toward positions that are individualized to the interests and uniqueness of the people on his/her caseload.
- Conduct a minimum of six employer contacts per week. Employer contacts will be designed to learn about the needs of the business, describe supports offered by the program.
- Educate employers on incentives, CWFD programs, ADA, and reasonable accommodations.
- Maintain contacts with referring counselors and attend and facilitate team meetings as needed, during these contacts, obtain authorizations and provide necessary feedback on consumer progress, labor market opportunities, etc.
- Upon client hiring or assessment site is finalized, together with internal staff, assist consumer with preparations to be ready for first day on the job, i.e., work schedule and dress code, drug screen for community assessments, proper identifications and tax forms.
- Provide individualized follow-up support to assist clients in maintaining employment.

- Complete timely documentation and billing according to agency policy and forward them to the client individual record and the funder,

Qualifications:

Education/Experience: Bachelor Degree in Social Work or related field preferred. At least three years of experience working in employment programming; background in individual career planning, as well as employer engagement. Experience working with adults with barriers to employment. Good written and verbal communication skills. Attention to detail, strong organizational, time management and problem solving skills. Must have proficiency with computers, including Microsoft Office.

Miscellaneous requirements: Criminal background check; Pre-employment drug screen; Reliable transportation and clear driving record and TB test. Occasionally transport clients in personal automobile that is covered by at least the state minimum auto insurance.

Personal: Adaptability, initiative, creativity, ability to plan and organize work. Excellent relationship building skills to keep participants engaged in services. Strong presentation skills with both small and large groups. Ability to work collaboratively, independently, be flexible and dependable, and demonstrate initiative and creativity.

Physical: Standing, walking and climbing stairs.

Exempt: Not eligible for over time