



JOB NOTICE

Date Posted: January 24, 2020

Closing Date: February 3, 2020 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 serves 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 in Mahoning County and/or Trumbull County.
- Conduct orientations and develop resumes.
- 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.
- Assist consumers with learning how working might affect their benefits.

Qualifications:

Education/Experience: Bachelor's Degree in Social Services or Human Services field. Experience with a lesser degree will be considered when work experience is directly related to the position. Experience working with individuals with severe and persistent mental illness, substance use disorders, and disabilities preferred. Vocational rehabilitation experience preferred. Preference will be given to those who have experience with social security or those who are a certified work incentives planner.

Miscellaneous requirements: Criminal background check; Pre-employment Drug Screen; Clear driving record; TB test; CPR/First Aid training upon hire

Personal: Must be flexible and willing to adapt to new methods and responsibilities that accompany any new grant opportunities. Skill in negotiating with employers regarding employment opportunities, knowledge of community employment resources and job market, ability to work independently, excellent oral and written communication skills, organizational skills and flexibility. Proficient in Microsoft Office and use of internet. Positive attitude toward clients and general public, responsive to questions or concerns raised by others, willingness to work a flexible schedule, adaptable, creative, and initiating.

Non-Exempt: Eligible for over time