



JOB NOTICE

Date Posted: March 30, 2021

Date: April 19, 2021 or until filled

APPLICATION PROCEDURES: Send letters of intent and resume via INDEED or mail to Box – Assessment Specialist, Compass Family & Community Services, 535 Marmion Avenue, Youngstown, Ohio 44502.

Program: Workforce Development - Youngstown

Title: Assessment Specialist/Coach

Salary \$: Competitive Salary with Comprehensive Benefits Package

Shift: Mainly Day Shift, Monday - Friday

JOB DUTIES

- Conduct intake interview for new referrals to work assessments and explain services to consumer – helping the consumer to decide on benefits of program participation. Complete all intake paperwork and request needed documentation and collaboration from community service providers necessary to determine eligibility. Provide referral to community services when indicated. Obtain background checks including substance abuse and criminal backgrounds when indicated. Continue to develop rapport with employers at our developed work assessment sites and reach out to them when needed to set up an assessment. Assist the employment specialist with developing work sites by reaching out to employers.
- Arrange all assessment sites for consumers in a timely manner. Collaborate with job coach manager for assigning coaches to assessment activities. Schedule start dates and address any necessary work requirements for consumers. Act as a point of contact between employers and consumers. Facilitate worksite orientations with consumers and ensure all hire paperwork and tax forms are completed during the orientation and send to payroll. Meet regularly with staff to review cases, provide consultation, address the needs of the clients, staff and/or program. Visit sites when available.
- Work with the job coaches to review and assess consumer performance on work-site activity to provide guidance on consumer's vocational plan. Assist with assessing consumer's strengths and any barriers to employment while on the work site. Schedule and lead team meetings, along with the assigned coach and appropriate funder at the conclusion of the assessment. Refer consumers to job development upon completion of assessments if appropriate.
- Complete all forms and timely documentation according to agency policy and funder requirements. Follow all billing guidelines for individual funders. Complete all monthly billing. Ensure timely scanning into Credible.

- Assist with the summer youth program and work with employment staff to determine community sites that may need developed. Schedule team meetings upon completion of program and lead meetings along with job coach. Visit sites when available.
- Fill-in, when needed, as a job coach for assessment consumers. Fill-in, as a job coach as needed for job development consumers who gained employment. Assist job coach manager with scheduling job coaching assignments. Refer consumers to job development program upon completion of assessments.

QUALIFICATIONS FOR JOB

Education/Experience: Bachelor's Degree in Social Services or Human Services field preferred. 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.

Technology: Proficient computer skills in Microsoft Word, Excel, Outlook and Google. Experience working with electronic medical records preferred. Internet skills to research available job positions. Familiarity with holding meetings via virtual platforms such as Google Meet, Zoom, Teams, etc.

Miscellaneous requirements: Criminal background check; Pre-employment drug screen; ***if applicable to the position requirements includes:*** Clear driving record; TB test and First Aid/CPR.

Must meet COMPASS automobile liability insurance carrier guidelines to be insurable under the COMPASS policy. **Note:** COMPASS clients should be transported using a COMPASS vehicle, if a COMPASS vehicle is not available then the staff member is responsible to verify that they maintain adequate coverage through their personal carrier. If a COMPASS vehicle is not available, then the staff member is responsible to verify that they maintain coverage through their personal carrier for business related travel, including the transporting of clients, and must provide proof of coverage to COMPASS prior to transporting any COMPASS clients.

Interpersonal/ Human Relations Skills: Must be flexible and willing to adapt to new methods and responsibilities that accompany any new grant opportunities. Skill in negotiation 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. 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

AN EQUAL OPPORTUNITY EMPLOYER - SERVICE PROVIDED THROUGH AFFIRMATIVE ACTION

EOE-M/F/H including persons with disabilities and veterans