

POSITION DESCRIPTION

POSITION TITLE: Job Development and Retention Specialist
REPORTS TO: Housing Services Director
SUPERVISES: May supervise and mentor student interns, work-studies, and volunteers.
FLSA STATUS: Exempt (Professional)

POSITION PURPOSE:

Through outreach to area employers, develop employment opportunities for families in our agency's emergency shelter and rapid rehousing programs. Coordinate activities and initiatives which help homeless and low-income families to achieve economic independence and self-sufficiency through education, work readiness, and employability supports.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

I. Program Responsibilities:

1. Perform outreach to area businesses/employers in order to market SOS employment services and develop employment opportunities for families in supportive housing programs.
2. Develop partnerships with community businesses/employers to create on-the-job training experiences, and job placements for homeless and low-income heads of households.
3. Coordinate and administer work-readiness assessments for homeless and low-income heads of households.
4. Actively create and maintain partnerships with community service providers, including Michigan Works.
5. Conduct work site visits as needed.
6. Develop Individualized Employment Plans with homeless and low-income heads of households.
7. Coordinate supportive resources (childcare, transportation, community mentorships, etc.) enabling consumers to participate consistently in employment programs.
8. Facilitate employment and job skills groups.
9. Assist in the outreach and marketing of employability services to targeted low-income heads of households.
10. Participate in coordinated care meetings with all service providers.
11. Act as P.A.T.H. (formerly Work First) liaison.
12. Represent the agency at relevant community meetings
13. Other duties as assigned by direct supervisor.

AGENCY RESPONSIBILITIES:

1. Actively support the SOS commitment to diversity in all areas and responsibilities
2. Uphold and ensure appropriate enforcement of all agency policies and practices
3. Participate in community relations and outreach tasks as directed and required

BASIC QUALIFICATIONS:

A Bachelor's Degree preferred. Experience in job development required. Demonstrated skills in employment strategies and excellent communication skills required. Ability and willingness to make work site visits. Previous experience in working with the special needs of minorities, women, families living in poverty, and homeless families. Possession of Michigan Driver's License in good standing that meets agency insurance standards is essential. Willingness to obtain a Michigan Chauffeur's License. Access to own transportation on a regular basis for workplace visits, required.

I have read, understand, and accept my responsibilities as Employability Services Specialist, as articulated in the above job description. (Please sign and return to the Human Resource Director).

Employee's Signature

Date

This description is intended to indicate the kinds of duties, responsibilities and the levels of work difficulty required of this position. It shall not be construed as declaring what the specific duties and responsibilities shall be. It is not intended to limit or in any way modify the right of the supervisor to assign and direct the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty.