

COMMUNITY ACTION PARTNERSHIP

JOB DESCRIPTION

TITLE: Employment Specialist

EXEMPT/NON-EXEMPT: Non-Exempt Regular Position

REPORTS TO: Community Engagement Director

ISSUE DATE: 02/12

GENERAL POSITION SUMMARY:

Community Action Partnership, a catalyst to end poverty in our community, functions as the lead agency for the Circles® initiative of the L-C Valley. Circles® supports community engagement in high impact programs and initiatives that 1) change the community's mindset about the causes and cures of poverty 2) change the goals of the system and 3) empower people to self-organize.

Circles® is a community-based initiative that creates relationships across class lines, matching people of low income (Circle Leaders) with middle or upper income Allies who provide support and accountability as Circle Leaders work through their plan to leave poverty. The Employment Specialist will be primarily responsible to implement CAP's Bridges to Work project, which is a specific high-impact focus of Circles® aimed at job retention, increased income, asset development and financial stability as the first step in getting out of poverty.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:

- Provide high-level leadership to CAP's new Bridges to Work project aimed at increasing economic stability for low-income people working to leave poverty and reducing turnover and the associated costs for employers;
- Serve as the key liaison between entry-level workers and their employers in order to resolve any issues and increase retention, income and financial stability and decrease turnover and the associated costs;
- Implement identified 'best practices' in training, coaching, obstacle removal and employment stabilization for low-income people;
- Provide intensive job readiness training to low-wage, entry-level workers who are part of the Bridges to Work project;
- Provide ongoing support and job coaching and facilitate removal of any obstacles to the desired outcome of retention of one job for one year;
- Coordinate support services (legal, mental health, substance use, spiritual, child care, transportation, educational/training resources, etc);
- Provide ongoing evaluation, outcome measurement and process improvement to the Bridges to Work project;
- Prepare and submit reports as required;
- Provide exceptional customer service to program participants, business associates, funders, all CAP staff and the community.
- Consistent work attendance;
- Perform other work projects as assigned.

SECONDARY FUNCTIONS:

- Ability to work effectively with both low-wage, entry-level workers and key employers.
- Assist in development of job readiness training that meshes with the Bridges Out of Poverty constructs.
- Assist in development and implementation of project evaluation.

JOB SCOPE:

Under the supervision of the Community Engagement Director, implement the components of the Bridges to Work project in order to achieve the desired outcomes of people in poverty retaining one job for one year and employers experiencing reduced turnover and associated costs while acting as strong community partners providing a solution-focused strategy to get people out of poverty.

SUPERVISORY RESPONSIBILITIES:

No supervisory responsibilities as this time.

INTERPERSONAL CONTACTS:

- Ability to establish good working relationships within the business community and CAP, as well as with representatives of other agencies.
- Maintain positive work atmosphere by behaving and communicating in a manner that fosters good relations with clients, customers, co-workers and supervision.
- Treat clients, co-workers and the public in a respectful and courteous manner at all times.
- Ability to stay relaxed in the face of other people's distress.
- Ability to identify own personal and professional challenges and implement learning feedback into work performance.
- Provide conflict resolution if necessary within the employee/employer relationship.

SPECIFIC JOB SKILLS:

- Strong organizational skills in managing complex tasks with autonomy;
- Provide for the confidentiality of all services as that relates to both written and verbal communication;
- Ability to work a flexible schedule;
- Data entry and basic computer skills;
- Demonstrated ability to effectively communicate and interact with diverse groups.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in related field and/or relevant combination of education and experience in community organizing, human resources, business management, etc.
- Experience working with low-income families and community services;
- Means of reliable transportation with adequate insurance coverage and valid driver's license.

Requirements by Percentage of the Workday

Physical Requirements	0-10%	10-25%	25-50%	50-75%	75-100%
<i>Lifting</i>		x			
<i>Standing</i>		x			
<i>Walking</i>		x			
<i>Running</i>	x				
<i>Bending/Crouching</i>	x				
<i>Kneeling/Crawling</i>	x				

Lifting weight

<i>Less than 10#</i>		x			
<i>10-25#</i>	x				
<i>25-50#</i>	x				
<i>50-75#</i>	x				
<i>75+#</i>	x				

Environmental Exposure	0-10%	10-25%	25-50%	50-75%	75-100%
<i>Hot</i>	X				
<i>Humid</i>	X				
<i>Cold</i>	X				
<i>Wet/Damp</i>	X				
<i>Machinery*</i>	X				
<i>Risk of burns/chemical exposure</i>	X				
<i>Outside elements (sun, rain, etc)</i>	X				
<i>Loud (above normal class level)</i>		x			

*Machinery: Working on machinery, running machinery, exposure to vibration, spinning shafts, blades, belts, boilers, blowers etc.

Additional Requirements

Math Requirement

- Basic math skills

Language Requirement

- Demonstrates excellent written, presentation and communication skills.
- Ability to communicate with co-workers, project participants and the community.
- Ability to write and speak passionately on ending poverty.

Reasoning

- Must be able to independently handle diverse work problems on a daily basis. Requires the ability to set priorities and work schedule, yet adjust to changes necessitated by last minute assignments and deadline requests that may prove stressful.

This job description is not a contract for employment. Duties may be changed at the Administration's discretion. The employee is expected to do other duties as assigned, which obviously fall within the scope of this job. The Community Action Partnership is an "At Will" employer. In accordance with Federal law, CAP does not discriminate on the basis of race, color, national origin, sex, age, disability, or sexual orientation.

I have read and understand the duties and expectations of this position and commit to carrying them out to the best of my ability for as long as I hold this position with Community Action Partnership.

Employee's signature DATE

I have gone over this job description with this employee

Supervisor's Signature DATE