

Job Title: JOBS CAREER SPECIALIST

Department: Programs

FLSA Status: Non-exempt

Grade: 6

Salary Range: \$19.47 to \$24.95 per hour

HOW TO APPLY

Send cover letter AND resume to Paul Shively, TEC Program Manager at paul@tecteam.org

POSITION OVERVIEW

Under direction, perform programmatic and administrative functions, including case management, to support the Job Opportunity and Basic Skills (JOBS) program. This position will serve eligible individuals who are receiving Temporary Assistance to Needy Families (TANF) who are referred by the Oregon Department of Human Services. JOBS services have a goal of assisting individuals in achieving self-sufficiency through staff assisted job search, work experience activities, and life skills training.

DIRECTLY RESPONSIBLE TO

Workforce Programs Manager.

SUPERVISION OVER

None; employee supervision is not normally a function of this position.

ESSENTIAL JOB FUNCTIONS

An employee in this position may be called upon to do any or all the following essential functions. These examples do not include all the duties which the employee may be expected to perform. Other duties, responsibilities and activities may change or be assigned at any time with or without notice. To perform this job successfully, an individual must be able to perform each of the essential functions referred to above without reasonable accommodation. Essential functions include:

- Advise and inform participants of their rights, benefits, responsibilities, and obligations under program participation.
- Conduct a variety of assessments to identify barriers and needs, advise on available community resources, and assist in determining realistic employment goals in alignment with local labor market information and employment trends and specific actions steps leading to self-sufficiency.
- Offer career counseling and other guidance to JOBS program participants and applicants.
- Focusing on long and short-term goals use motivational interviewing to support each participant to successfully move in a self-sufficient pathway.
- Assist participants in developing resumes and/or cover letters, applying for employment opportunities, and strategizing for successful job interviews.
- Develop and manage a variety of not-for-profit and for-profit work sites for participants to complete their required work hours and gain employment experience.
- Complete and maintain all paperwork for sites and monitor participants' progress and attendance to provide data and feedback to Family Coaches on a timely basis.
- Maintain complete and accurate records and statistical data as required, will monitor individual client participation, and keep Family Coaches informed of their clients' progress as well as any changes.

- Maintain a working and current knowledge of TEC policies and procedures as well as community resources, services available through Oregon Department of Human Services and all classes offered through the WorkSource Oregon system.
- Maintain the integrity and confidentiality of data including, but not limited to, customers, employee, financial and TEC business data.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent and eighteen (18) months of full-time experience that exhibits the candidate's ability to effectively perform the duties and tasks related to this position, or any satisfactory equivalent combination of education and experience which ensures the ability to perform the essential duties of the position.
- Knowledge of the communities being served, with knowledge and understanding of local needs and resources.
- Knowledge of the Job Opportunity and Basic Skills (JOBS), program goals, guidelines and eligibility criteria.
- Ability to communicate with a variety of individuals from various socioeconomic, ethnic, and cultural backgrounds.
- Proficiency in Microsoft Office Suite, especially Word and Excel, and database software in performing work assignments.
- Ability to administer various tests & assessments.
- Ability to identify socioeconomic, physical, mental, behavioral, cultural, language, and other barriers to employment.
- Ability to develop an approach to mitigate/reduce potential and real barriers to program participation.
- Ability to apply motivational techniques.
- Ability to establish and maintain cooperative working relationships with other TEC employees, clients, employers, representatives from outside agencies, and the public.
- Ability to work well in teams and independently.
- Ability to multi-task, set priorities, and have high level of organization
- Ability to express ideas clearly and concisely, both orally and in writing.
- Ability to maintain confidentiality of information.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Primarily indoors with heating and cooling regulated in a standard office environment; may be exposed to extreme weather conditions when traveling to training, meetings, or between work sites. May be required to work overtime if need arises. Usual working hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. May be required to travel out of town with overnight stays.

Individual will have extended periods of sitting, talking and hearing. May need to bend, stoop and stretch for purposes of filing. Light lifting may be necessary for purposes of stocking supplies.

SPECIAL REQUIREMENTS

- Must pass a criminal history background investigation however, a conviction of a crime may not necessarily disqualify an individual from this position.
- Possession of or ability to obtain a valid driver's license and insurable driving record is required.

PROBATIONARY PERIOD

Employment by TEC is subject to a probationary period of 365 days, during which time the employee will be required to demonstrate their suitability for the position in which they are employed.

I have read the foregoing job description in its entirety and understand its contents. TEC reserves the right to modify, interpret, or apply this job description in any way the company desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. *This position description is not an employment contract, implied or otherwise. The employment relationship remains "at-will."* The aforementioned job requirements may be subject to change to reasonably accommodate qualified disabled individuals.

Signature

Date

TEC is an equal opportunity employer/program. Auxiliary aids and services, and alternate formats are available to individuals with disabilities and language services to individuals with limited English proficiency free of cost upon request. TTY/TDD – dial 7-1-1 toll free relay service. Access free online relay service at: www.sprintrelayonline.com