

POSITION DESCRIPTION

POSITION TITLE:	Employment Specialist		
WORKSTATION:	La Grande, Oregon	STARTING SALARY:	\$46,706-58,524
SCHEDULE:	40 hours per week	LOCATIONS:	La Grande, OR
GENERAL DESCRIPTION: The Employment Specialist plays a key role in connecting individuals to training, employment, and supportive services across Eastern Oregon.			

ESSENTIAL DUTIES

An employee in this position may be called upon to perform any or all of the following essential functions. Other duties may be assigned as needed.

- Provide career guidance, case management and supportive services to individuals seeking employment, training, or re-entry into the workforce.
- Conduct comprehensive assessments of participant needs, skills, and goals to create individualized employment and training plans.
- Guide participants in career exploration, job readiness, and employment search activities.
- Assist in developing resumes, cover letters, job applications, and interview preparation.
- Connect participants with community resources such as childcare, housing, transportation, and mental health services to remove barriers to employment.
- Enter and maintain accurate case documentation in case management system(s), including activity logs, case notes, assessments, and outcomes.
- Track progress toward performance measures, including credential attainment, employment placement, and retention outcomes.
- Coordinate with community-based organizations to ensure effective service delivery.
- Participate in WorkSource Oregon team meetings, morning standup meetings and regional initiatives to support alignment with workforce system standards.
- Conduct follow-up with participants to ensure ongoing success, retention, and access to post-employment support.
- Represent EOWB in the community by promoting workforce programs and maintaining positive relationships with local employers, educators, and service partners.

DESIRED QUALIFICATIONS

- Minimum of one year of experience in case management, career counseling, or workforce development.
- Excellent communication and interpersonal skills; ability to work with diverse populations.
- Strong organizational and time management skills with attention to detail.
- Proficiency in Microsoft Office and/or Google Workspace applications.
- Must maintain confidentiality and follow all program and data security protocols.
- Knowledge of workforce development programs, including WIOA Title I-B, preferred.
- Knowledge of Eastern Oregon communities and available resources preferred.
- Experience with I-Trac or similar database/case management software strongly preferred.

WORK ENVIRONMENT

- Based in La Grande, Oregon, with regular travel to partner agencies, correctional facilities, and WorkSource Oregon centers across Eastern Oregon.
- Primarily office-based, with some outreach and community engagement in various environments.
- May require occasional evening or weekend hours to support outreach events.
- The position requires regular travel to community partner sites.

JOB RELATIONSHIPS

- Reports to: Program Manager

PROBATIONARY PERIOD

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

BENEFITS

- EOWB observes Oregon state holidays and offers employee medical, individual retirement account contributions, and paid time off.

TO APPLY

- Email a résumé and cover letter to info@eowb.org. Résumés and cover letters will be reviewed as they are received. This position will be open until filled.

EOWB is an equal opportunity employer/program. Auxiliary aids and services are available upon request.
TTY (541) 962-0693

The Eastern Oregon Workforce Board (EOWB) is a non-profit 501(c)(3) corporation that serves as eastern Oregon's local workforce development board serving Baker, Grant, Harney, Malheur, Morrow, Umatilla, Union, and Wallowa counties. The office is in La Grande, Oregon. The majority of EOWB's funding comes from the federal Workforce Innovation and Opportunity Act (WIOA) funding and state funding through the Higher Education Coordinating Commission (HECC). All positions are dependent on continued funding.

EOWB reserves the right to modify, interpret, or apply this job description in any way the organization 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 job description is not an employment contract, implied or otherwise. The employment relationship remains "at-will." These job requirements may be subject to change to reasonably accommodate qualified disabled individuals.