

Bayaud Enterprises Job Announcement

Job Title: Employment Specialist – Colorado Works
Reports To: SOAR Program Manager
FLSA Status: Non-Exempt, full time

SUMMARY

This position is responsible for providing all forms of employment services to the participants of Colorado Works. This position will use a deep work-readiness and long-term career-pathway planning model of employment services, vocational rehabilitation and community based training with each participant on an individual plan. This position will collaborate with vocational and navigation staff to provide wrap-around support for each participant's ultimate success in achieving personal career goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provision of all employment services to Denver Colorado Works participants, including outreach, assessment, vocational evaluation, vocational training and assistance, job search and placement support, ongoing job retention and career-planning support, and ongoing job development and coordination with employers and the City and County of Denver's Dept. of Human Services
- Coordination with DHS partners to ensure all participants at Bayaud and partner organizations receive the most appropriate and responsive services
- Coordination with other employment team members at Bayaud
- Provide documentation of all services delivered and related outcomes into Bayaud and DHS databases (E-Logic Model and Colorado Benefits Management System)
- Accurate and timely entry of all data related to individual participants
- Attendance at relevant employment team meetings at Bayaud and DHS
- Assist with development of new program and training elements and curricula as needed
- Assist with staffing all employment service activities for participants as needed
- Attend various groups that convene employers and other employment service providers, including the Business Advisory Committee of Denver's Road to Work, the Employment Subcommittee meetings for Metro Denver Homeless Initiative (MDHI), and the Employment Subcommittee for Denver's Road Home
- Initiate and participate in job and sector development activities with different employers
- Other duties as assigned.

QUALIFICATIONS

- Demonstrated experience for at least 2 years as a vocational or employment specialist, or employment case manager
- Strong critical thinking skills
- Excellent oral and written communication skills
- Ability to use Office computer programs and learn new databases
- Ability to work collaboratively with internal staff as well as partner organizations
- Understanding of current labor trends and strong job markets in Denver area
- Knowledge and understanding of the different job barriers that are possessed by low-income individuals with mental illness and/or other disabilities, and individuals who have experienced long periods of unemployment, are low income, have been incarcerated or have other significant job barriers

- Commitment to working in a social justice organization and community

To Apply:

Submit cover letter and qualifications online to **Janet.Rose@bayaudenterprises.org** by December 7, 2018. You must have Employment Specialist in the email subject line. We are encouraging people of color, military veterans, and people with disabilities to apply for this position.