Job Description

Job Title: Employment Specialist 1 CORE
Department: Center for Opportunity Rehabilitation and Employment
Reports To: Employment Program Manager
Location: 333 Bayaud Avenue, Denver, Colorado 80223
Hours: Monday – Friday 8:00am – 4:30pm, some weekends and evenings
FLSA Status: Non Exempt
Salary: $15 - $19 per hour
Schedule: 40 hours per week

SUMMARY
This position will provide diverse employment services to individuals experiencing disability, poverty and/or homelessness, while under the mentorship of the Employment Specialists. Services for participants include vocational assessments, facilitating pre-vocational and pre-employment individual and group services, supporting participants as they identify job goals, execute effective job searches, obtain suitable and appropriate employment, and retain employment over time. This position will also facilitate career advancement plans for each participant. In conjunction with the Career Center staff, Employment Specialist 1 will become proficient at providing these services to people from diverse life experiences.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Serves as part of the CORE team within Bayaud Enterprises.
- Ability to develop a good rapport with people experiencing poverty and/or homelessness and understand their job barriers caused by or exacerbated by these conditions.
- Ability to communicate about disability in a way in which to help the individual understand better their disability and offer resources for them to seek assistance using trauma informed practices.
- Personal commitment to working within an integrated services model, with emphasis on employment as a key component to ending poverty and homelessness.
- Some experience working collaboratively with a wide variety of constituents and adjusting to multiple demands and shifting priorities.
- Strong desire to understand more deeply, the employment challenges and barriers faced by people experiencing disability, poverty and homelessness to obtain and retain employment.
- Gain a complete understanding of assessment criteria needed to determine employability.
- Works with participants on an under the guidance of the program manager, to assist them in developing and individual employment plan and in attaining the goals and objectives outlined in that plan.
- Provides general advice and employment assistance pre and post-employment.
- Works with internal and external employment specialists to help participant job placement.
- Ability to coordinate numerous activities, resources, priorities and deadlines.
- Ability to cultivate strong working relationships with employers and community resource.
- Complete all documentation and data entry as required, in a timely manner.
• Attends applicable staff and community meetings.
• Performs other duties as assigned by management.

SUPERVISORY RESPONSIBILITIES
This position has no supervisory responsibilities

QUALIFICATIONS
• Excellent Microsoft Office skills, especially Excel, Outlook, and Word
• Ability to work in multiple databases including ELMO and HMIS, and proficient in data entry
• Excellent communication skills (written and verbal), grammar, and reasoning skills
• Ability to handle confidential and sensitive information without breach

EDUCATION and/or EXPERIENCE
• High school diploma or equivalent (GED) plus 1 year experience working with folks experiencing homelessness, disability or other economic challenges.
• Two years post high school education plus 1 year related experience in career development counseling and/or training; or equivalent combination of education and experience.
• Experience in crisis intervention and trauma informed care practices are a great plus.
• Desire to support individuals experiencing poverty, homelessness and disabilities to obtain and retain employment, manage money and solve benefits assistance issues.
• Understanding of mental illness, related behaviors and medications, and how these influence employment situations also a plus.
• A commitment to the potential of people with disabilities, those living in poverty and experiencing homelessness to live a sustainable and fulfilling life.

KNOWLEDGE & SKILLS
• Knowledge of the employment and vocational resources available in the Denver area.
• Ability to effectively communicate with current and potential employers both verbally and in writing.
• Valid driver’s license, proof of motor vehicle insurance.
• Must possess the ability to work independently as well as part of a team.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
CERTIFICATES, LICENSES, REGISTRATIONS
• None required.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands. The employee frequently is required to talk or hear; the employee is occasionally required to stand, walk, reach with hands and arms, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities by this job include: close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

This position is not eligible for an “Alternative Work Plan”. All duties must be performed in the office or in the community with employers. Special projects will be considered on a case by case basis.

• Travel: Moderate. There may be travel to meet employers and develop opportunities for participants. If using your own vehicle, mileage costs will be reimbursed at the Bayaud approved rate.

OTHER
Equipment Used: PC, telephone, copy machine, fax, postage meter, calculator

Signature _____________________________  Date ____________________________