

## Job Description

**Title of Position:** Employment Specialist II  
**Reports to:** Manager of Support Services  
**Also works with:** Clinical Team, Residential Team, Vocational Training Coordinator  
**Status:** Exempt

All employees are expected to support the mission of The Women's Home "to help women in crisis regain their self-esteem and dignity, empowering them to return to society as productive, self-sufficient individuals". This is accomplished in many practical ways and by expressing in everyday work behavior our core values: **Dignity – Respect for the worth of every person; Integrity – Honesty, justice, consistency and ethical practice in all relationships; Inclusiveness – Diversity in those we serve, our staff and leadership; Stewardship – Wise use of talents and resources in the service of others; and Wholistic Growth – Empowering individuals to adapt creatively to changes in life.** Through honoring these core values we seek to work harmoniously with staff, clients, donors, and the community by maintaining emotional control and diplomacy during all interactions and by communicating verbally and non-verbally in an articulate and professional manner.

**Position Summary:** This position will take the lead in developing and coordinating services related to employment services and aftercare. This position will also include responsibilities related to coordinating and providing services related to Life Skills Training. In addition, this position will provide direct care services and carry a caseload.

- I. Essential Duties and Responsibilities are listed below and will always include those specifically assigned by the immediate supervisor.**
- A. Provide individual counseling and job preparedness training to clients on a weekly/bi-weekly basis.
  - B. Provide vocational counseling aimed at job retention.
  - C. Provide vocational assessments and testing as needed.
  - D. Provide job search resources including leads, community resources and job fairs.
  - E. Assist in coordination of volunteer facilitators for vocational services.
  - F. Maintain positive working relationships with collaborative agencies, i.e. DARS, Career and Recovery Resources, etc.
  - G. Outreach, develop and maintain relationships with employers and agencies that would provide hiring opportunities for TWH clients.
  - H. Provide individual or group vocational counseling to clients who have obtained employment in order to develop a relationship that encourages participation in aftercare.
  - I. Provide aftercare follow-up to clients who have discharged from the program.
  - J. Facilitate an evening vocational support group aimed at job retention.
  - K. Assist in developing vocational training in The Cottage Shop and reception desk. This includes, but not limited to, creating the weekly work schedules for both areas.
  - L. Work collaboratively with the vocational training coordinator to ensure regular assessment of participants and that program goals are reached.
  - M. Act as the liaison between graduates and TWH Staff to determine appropriate aftercare client enrichment/social events/volunteer opportunities, etc.
  - N. Assist in developing and implementing curriculum for Life Skills Training classes.
  - O. Schedule and ensure client participation in vocational classes and training.
  - P. Provide case management support as needed.

**II. Other Responsibilities:**

- A. Attend clinical meetings weekly and client concern meetings as needed.
- B. Assist in coordinating field trips and special events for vocational clients.
- C. Attend and assist with planning, organizing, and facilitating other events for the TWH, i.e. awards banquets, holiday parties, etc.
- D. Other duties as assigned.

**III. Qualifications:**

- A. Bachelor's degree in human service field;
- B. Masters' degree preferred.
- C. Three to five years' experience in a vocational, mental health or chemical dependency setting.
- D. Demonstrate organizational and computer skills.
- E. Ability to work in a multi-disciplinary team setting.
- F. Ability to work a flexible schedule including some evening and weekend hours.

**IV. Physical Requirements:**

Person in this position must be able to sit, stand, bend, stoop and use desktop technology for long periods of time. Reasonable accommodations may be made to enable individuals with disabilities to perform these duties.

**Acknowledgment of receipt and understanding of job description**

I have read and I have reviewed my job description with my primary supervisor.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_