

GOODWILL INDUSTRIES OF THE GREATER EAST BAY

Position Title: Employment Services Specialist
Position Purpose: Provide job search preparation and training for Work Experience participants to help them find a job and keep a job. Develop job opportunities and job placement within the community which reflects the career goals of the Work Experience participants.

Department: Workforce Development - Antioch
Reports To: Program Services Specialist

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Review and assess readiness of Work Experience participants referred for employment services and develop an individual placement plan.
2. Provide job readiness skills training classes, career counseling and other preparatory techniques for obtaining and maintaining employment.
3. Develop job sites and opportunities within the employment community.
4. Where necessary provide on-site job analysis, consultation and recommendations for work site and job modification.
5. Provide awareness training to educate prospective employers about vocational barriers and promote full employment accessibility.
6. Communicate and coordinate with other community employment/placement resources.
7. Maintain an organized system of recording and tracking employers, persons referred and results.
8. Solicit information to keep informed on labor market trends.
9. Conduct post employment services as needed to maintain employment.
10. Other duties as may be assigned.

QUALIFICATIONS:

1. High School Diploma/GED. Experience working with individuals with barriers to employment in a non-profit setting preferred.
2. Bilingual preferred
3. Excellent verbal and written communication skills.

4. Job Development and Placement experience.
5. Experience in working with broad bases and diverse populations.
6. Vocational training or assessment.
7. Ability to work well independently, good independent decision making, show initiative, organize priorities, and follow through
8. Intermediate computer skills in MS Office (MS Word, Excel, Power Point, etc.).
9. Valid driver's license, auto insurance, and ability to travel in the general Bay Area with own transportation.

SPECIAL SKILLS OR ABILITIES:

Ability to work effectively with diverse population; must be knowledge in employment practices, sound knowledge of good records management and control. Outside/inside work, sitting, walking, Monday-Friday, 8:00 a.m.-5: 00 p.m., with occasional weekends/or evenings, occasional lifting up to 40 lbs.