



## Job Announcement

<b>Job Title:</b>	<b>Workforce Specialist – CommunityWorks</b>
<b>Department:</b>	<b>Employment Programs</b>
<b>Reports to:</b>	<b>Assistant Manager</b>
<b>Hours:</b>	<b>Full time, Non-Exempt, generally 8-5 M-F with one hour unpaid lunch</b>
<b>Salary:</b>	<b>\$16.00 - \$18.00 per hour \$33,280 - \$37,440 per year</b>
<b>Primary Site:</b>	<b>1415 SE 122<sup>nd</sup>, Portland OR</b>
<b>Benefits:</b>	<b>Paid holidays, personal leave, medical, dental, AD &amp; D, short and long-term disability insurance.</b>

***Want to help make a difference?*** For more than 25 years, Human Solutions has been working to break the cycle of intergenerational poverty by empowering families and helping them build pathways out of poverty. Our comprehensive programs give people the skills and resources they need to be successful. Our programs include services for homeless families, eviction prevention, supportive services, employment services, energy assistance, and the development and operation of affordable housing.

Diversity, inclusion and equity are fundamental values for Human Solutions, both internally and externally. HSI has a Diversity Committee, which serves as a sounding board for new internal policies and procedures to make sure that we're taking into account diversity and inclusion. It also helps with diversity-related projects, such as staff diversity trainings, assessing our equity as an organization and developing an equity lens for our work.

Human Solutions is working to end homelessness and poverty in our community because everyone deserves a safe place to call home.

***What Human Solutions Can Offer You:*** We offer a comprehensive array of benefits in support of your physical, emotional and financial well-being. A few highlights:

- Employer paid premiums for employee health insurance.
- Generous paid time off, 11 paid holidays, a floating birthday holiday and the ability to maintain a great work/life balance.
- Employer paid premiums for short-term and long-term disability insurance and life insurance.
- Access to an employee assistance program.
- Flexible spending accounts for health and for dependent care.
- Professional development opportunities, including employee driven committees and monthly optional staff workshops.
- Access to wellness initiatives and resources including things such as walking groups, yoga classes at two office locations and workshops on stress management, self-care and healthy living.
- Opportunity to contribute to a 401k retirement plan after one year of employment.

**SUMMARY:** The Community Works Project (CWP) is a 6-agency collaborative project providing job preparation and placement services to Temporary Assistance to Needy Families (TANF) participants who are participating in Job Opportunities Basic Skills (JOBS) program. CWP is located on-site at the Department of Human Services (DHS) East County Family

Service Center. Workforce Specialists at CWP are responsible for guiding their participants toward job readiness and placement through an individualized plan.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Include some or all of the following. Other duties and responsibilities may be assigned.

1. Provide workforce case management to referred JOBS participants, including intakes, assessments, Employment Plan development, job search and placement, work readiness, and skill building activities.
2. Conduct comprehensive intakes for participants that build rapport, ensure the participants fully understand the program and its services, and put participants' goals front and center in the planning process.
3. Refer participants to employment and volunteer opportunities developed by Business Services Coordinators or guide them in creating their own opportunities in the community.
4. Share and coordinate employment and barrier removal opportunities and resources with CWP team.
5. Effectively utilize CWP partners' leveraged resources to remove participants barriers to employment opportunities and increase their chances to become self sufficient. Bring understanding of home agency and targeted community to ensure effective wrap-around service options for all CWP participants.
6. Track participants' attendance and activities through multiple database systems.
7. Regularly communicate with DHS case managers on JOBS participant's activities, progress and challenges through IM, TRACS, phone calls, emails, and regular meetings.
8. Participate in trainings and meetings as required to ensure project outcomes achievement.
9. Submit weekly and monthly reports on a strict timeline.
10. Facilitate CWP orientations and classes on topics such as resume building, cover letter writing, Microsoft Word and Microsoft Excel.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities

### **QUALIFICATIONS**

Any combination of education and experience that demonstrates the ability to perform the duties of the position is qualifying. This would typically include:

1. Experience with pre-employment activities and job search development.
2. Advanced knowledge and/or experience in job development and placement activities.
3. Knowledge and/or experience of vocational and/or placement counseling for people of color and other marginalized groups.
4. Knowledge of the local job market and concerns of employers.
5. Ability to function in a positive manner in a demanding work environment, to demonstrate a high degree of flexibility, to respond to priorities and schedules that change frequently.
6. Ability to meet multiple, sometimes conflicting deadlines.
7. Strong analytical and decision-making abilities.
8. Ability to deal with distressed and/or demanding participants and employees in an effective manner.
9. Ability to work in a fast paced environment and make good judgments as it pertains to participants.
10. Ability to maintain a high level of confidentiality.
11. Strong skills in intercultural, interpersonal and organizational communication.

12. Ability to communicate in a positive manner verbally, in writing, and by phone.
13. Ability to communicate with a variety of personality types and levels of the organization as well as with persons outside of the organization.
14. Ability to listen for understanding and assist in problem solving.
15. Ability to prepare clear, accurate and concise reports.
16. Be punctual, good attendance, and be able to work flexible hours to meet the availability of participants.
17. Ability to use basic office equipment, telephone, copy machine, fax machine, and computer.
18. Ability to sit, stand, walk, drive, talk on the phone and/or use computer for long periods of time.
19. Possess a valid driver's license and verification of current auto-insurance, and have full use of automobile during work hours.
20. Participate in staff meetings, trainings, committees, and volunteer activities to support Human Solutions' goals.

**EDUCATION and/or EXPERIENCE:**

- Bachelor's Degree in social service/social sciences field with at least six (6) months experience providing workforce development services; or any combination of education and work experience in social services, employment development and case management totaling four years.
- Experience with pre-employment activities and job search development.
- Advanced knowledge and/or experience in job development and placement activities.
- Knowledge and/or experience of vocational and/or placement counseling for immigrant and refugee populations. Knowledge of the local job market and concerns of employers.

**TO APPLY**

Please send resume with cover letter and three professional references to: Kimberly Markel, Skills Development Coordinator to [kimberlyM@communityworksNW.org](mailto:kimberlyM@communityworksNW.org). References need not be written, simply the names and contact information for three people who are familiar with your work. At least one should be a supervisor or former supervisor. Open until filled. No phone calls please.