



Job Announcement

Job Title: Skill Development & Background Specialist - CommunityWorks
Department: Employment Programs
Reports to: Assistant Project Manager of the Community Works Project
Hours: Full time, Non-Exempt, generally 8-5 M-F with one hour unpaid lunch
Salary: \$16.50 - \$18.00/hour
Primary Site: 11826 NE Glisan St., Portland OR 97220
Benefits: Paid holidays, personal leave, medical, dental, AD & D, short and long-term disability insurance.

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: This position is stationed at the CommunityWorks Project. At the CommunityWorks Project, Human Solutions is one of 6 community-based organizations that provide job preparation and placement services to Temporary Assistance to Needy Families (TANF) participants who are participating in Job Opportunities Basic Skills (JOBS) program. This position will be part of the Skill Development Team and will have two primary roles: helping clients with criminal backgrounds through Overcoming Background Barriers activities, and

working with the rest of the Skills Development Team to provide Supported Work activities such as employment readiness classes, coaching and supervision.

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

1. Facilitate regularly scheduled Overcoming Background Barriers workshop and update curriculum as needed.
2. Research and stay apprised of local laws, policies, and resources to provide accurate information and advice to clients regarding criminal backgrounds and employment.
3. Maintain working knowledge of various employers' policies regarding candidates with criminal history.
4. Work with CWP team to obtain client referrals for background services.
5. Maintain regular communication with CWP team regarding clients' progress.
6. Track and report data on client participation in workshops and individual appointments.
7. Have clients complete authorization for background checks accurately; run background checks for clients.
8. Meet individually with clients to go over criminal background report, including record of expunction eligibility, write employment disclosure statements, and go over other community resources the client may need.
9. Organize and teach Skill Development classes and workshops based on developed curriculum in interactive and engaging manner.
10. Work in small groups and individually with clients to help them progress on their individual plans.
11. Work with other members of the Skills Development Team to ensure that Supported Work clients always have staff supervision and assistance.
12. Work with other members of Skills Development Team to track and produce weekly attendance reports of Supported Work activities for DHS and Workforce Specialists.
13. Role Model work appropriate behavior at all times and coach clients on how to present themselves in the workplace.
14. Effectively utilize CommunityWorks 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 wraparound service options for all CommunityWorks participants.
15. Regularly communicate with Workforce Specialists on JOBS participants' activities, progress and challenges through the DHS TRACS database, phone calls, emails, and regular meetings.
16. Participate in trainings and team meetings to ensure project outcomes achievement. Encourage open communication and team approach to project activities with a customer service approach.
17. Conduct participant satisfaction surveys on a regular basis.
18. Participate in staff meetings, trainings, committees, and volunteer activities to support Human Solutions goals.

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. 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 one year.
2. Experience serving individuals with criminal backgrounds.
3. Working knowledge of the barriers faced by individuals with criminal backgrounds in finding employment, as well as their rights and some of the resources available for overcoming those barriers.
4. Experience teaching or facilitating workshops.
5. Experience providing direct, one-on-one service to vulnerable populations.
6. Experience working with diverse communities.
7. Knowledge of the local job market and concerns of employers.
8. 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.
9. Ability to meet multiple, sometimes conflicting deadlines.
10. Strong analytical and decision-making abilities.
11. Ability to deal with distressed and/or demanding clients and employees in an effective manner.
12. Ability to work in a fast paced environment and make good judgments as it pertains to clients.
13. Ability to maintain a high level of confidentiality.
14. Strong skills in intercultural, interpersonal and organizational communication.
15. Ability to communicate in a positive manner verbally, in writing, and by phone.
16. Ability to communicate with a variety of personality types and levels of the organization as well as with persons outside of the organization.
17. Ability to listen for understanding and assist in problem solving.
18. Ability to prepare clear, accurate and concise reports.
19. Ability to be punctual, maintain good attendance, and be able to work flexible hours to meet the availability of clients.
20. Ability to use basic office equipment, telephone, copy machine, fax machine, and computer.
21. Ability to sit, stand, walk, drive, talk on the phone and/or use computer for long periods of time.
22. Possession of a valid driver's license and verification of current auto-insurance, and have full use of automobile during work hours.

TO APPLY

Please send resume with cover letter and three professional references to: Kimberly Markel, Assistant Project Manager, to 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.