

Job Announcement

Job Title:	Employment Assistant
Department:	Employment
Reports to:	Employment and Economic Development Director
Hours:	Full Time, 8am-5pm M-F Temporary, through 6/30/2018
Compensation:	\$15.30-\$16.55/hour, includes paid sick leave and holidays
Location:	Portland and Rockwood, OR

SUMMARY

The Employment Assistant is a great opportunity for a motivated and organized candidate who is interested in nonprofit community work. Assist career coaches with tasks, help organize files, enter information into a database, and do general work to coordinate assistance for households (such as delivering bus passes to people's homes). The office environment is extremely busy and there are many more people seeking services than resources available.

ESSENTIAL DUTIES

1. Assist Career Coaches with advocacy work, including but not limited to reviewing and organizing files, entering information into a database, light advocacy work such as delivering items to people's homes.
2. Apply Assertive Engagement and Trauma Informed Care skills to help families move forward with the goals they set for themselves.
3. Maintain accurate, complete, up-to-date documentation of service activities using Human Solutions procedures, forms and data reporting systems. Submit paperwork in a timely manner.
4. Compile monthly information and referral and short term intervention statistics.
5. Be punctual and inform supervisor in advance of any absence from work.
6. Interact with clients and coworkers in a professional manner at all times.
7. Other duties as assigned.

QUALIFICATIONS

The successful candidate must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and abilities required.

Knowledge of:

- Social and economic issues creating poverty, working successfully with practices and techniques related to people with low income to achieve greater self- sufficiency.

Ability to:

- Apply required knowledge and identify, in partnership with clients, their needs and effective solutions.
- Work cooperatively with all volunteers and staff.

- Develop and maintain productive working relationships within Human Solutions, with public and private agencies, the general public and clients.
- Be culturally sensitive to diverse client populations.
- Demonstrate good organizational skills and attention to details.
- Maintain strict confidentiality and professional boundaries with all households served.
- Understand and follow complex written and oral instructions, rules and procedures; to work independently and to be a vital and contributing part of a team.

EDUCATION and/or EXPERIENCE

- High School diploma, GED, or working towards completion or equivalent to a GED.
- General computer and word processing skills and willingness to advance computer skills.

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 use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and talk or hear. The employee frequently is required to stand; walk; sit; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and distance vision.

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 moderate.

TRANSPORTATION

Possession of a valid driver's license, clean driving record and reliable transportation recommended. Vehicle insurance coverage limits must be \$100,000 bodily injury liability for one person, \$300,000 bodily injury liability for all people in an accident and \$100,000 property damage liability.

TO APPLY

Please send resume, cover letter and three professional references by email to Ricardo Lopez at rlopez@humansolutions.org. At least one reference should be a supervisor or former supervisor. Open until filled. No phone calls please.