

## EMPLOYMENT SPECIALIST JOB DESCRIPTION

**Position:** Employment Specialist

**Status:** Full-Time – 40 Hours/Week – Non-Exempt

**Salary:** \$40,000-45,000 DOE

### AGENCY BACKGROUND

The Marin City Community Development Corporation (MCCDC) has over 40 years of expertise providing job training and referral, youth development, housing programs, and other asset building services. The organization has also helped to expand Marin City's residents to own, manage, and operate their own businesses. MCCDC is a nonprofit organization with 501(c)(3) status, recognized as a leading institution in Marin City and within the County of Marin. The Mission of MCCDC is to empower and improve the quality of life of Marin County residents by implementing comprehensive income and asset development programs, and to preserve its diverse culture. The Marin City Community Development Corporation is committed to increasing the earnings and skills of unemployed or underemployed residents of Marin County. MCCDC efforts ensure that its clients are connected to viable careers. MCCDC works in partnership with workforce agencies, businesses, and educational institutions, to increase the opportunity for skills in demand industries that provide career track employment.

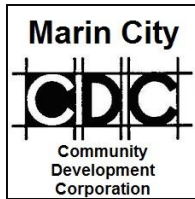
### SUMMARY

Under the general supervision of the Program Manager or Coordinator, the Employment Specialist will provide comprehensive services to the Marin County residents, business community, lead MCCDC's workforce development services including job readiness assessments, life skills training, job coaching and retention services. The Employment Specialist must have excellent communication and organizational skills. The Employment Specialist must be a team player and be able to interface on a professional level at all times with a diverse team members and clientele. The Employment Specialist will provide vocational services which include vocational assessment, planning, counseling, job development, group facilitation, and record keeping. The Employment Specialist will assist clients in a variety of activities relating to vocational assessment and planning, job development, job coaching, referrals, and follow-up services.

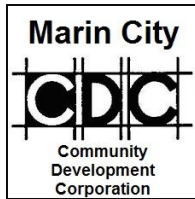
### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Under supervision of the Program Manager or Coordinator, the Employment Specialist will:

- Secure workforce development memorandum of agreements with local businesses and partners.
- Ensure workforce development program and services are to the client's satisfaction and repeat business.
- Establish and develop strategic employer partnerships that result in a strong workforce for the employer and employment and internship opportunities for MCCDC clients.



- Develop and engage businesses contacts for regular follow-up, potential placements, and regular on-site employer recruitments.
- Provide continuous outreach to prospective and existing employers to create internships and employment opportunities.
- Conduct initial behavioral, functional, and vocational assessments for clients to be placed in competitive employment and maintain employment.
- Teach the clients independent job skills and requirements utilizing job task analysis and job specific supports, MyNextMove.org, ipersonic.com/career, Developmental Assets Profile (DAP) survey including assistive technology and personal assistance.
- Assist clients in reinforcing essential skills, or teaching new skills appropriate to developing a resume, conducting a successful job interview, completing a job application, and writing thank you correspondence to employers.
- Provide age-appropriate vocational employment services that culturally sensitive and addresses the needs of individual clients.
- Assist clients to understand and report wages and subsidies in regards to Social Security and State Disability Insurance.
- Provide 1:1 support to clients while they are working, participating in an internship, or during pre-employment activities.
- Identify and solve problems before they become a crisis and/or risk for the client, employer or co-workers and MCCDC.
- Build a support network between the clients, employers and the community.
- Refer clients to various support services, resources, and
- Communicates client's progress to the employer and support staff, including family, residential staff, care-givers and other professionals.
- Accurately complete billing, progress reports, and documentation on time.
- Provide intensive case management files and supports for the assigned clients.
- Provide stringent confidentiality and records with the assigned clients.
- Attend approved Chamber of Commerce meetings, business mixers, job fairs, and similar events by the Executive Director, the Program Manager, other MCCDC administrator, or their designee.
- Develop and conduct relevant workshops (i.e. job readiness training, interview skills, soft skills training, resume building skills, etc.) for all MCCDC programs.
- Provide job placement assistance through our Coffee Works Program to new and existing MCCDC program participants in an effort to meet the client's vocational goals and objectives.
- Perform other duties as assigned by the Executive Director, the Program Manager, other MCCDC administrator, or their designee.



To serve State of California Department of Rehabilitation Clients (DOR) a fee-for-service contract program and all MCCDC program participants with employment services. The Employment Specialist will perform the following:

- Provide job placement assistance to new and existing program participants in an effort to meet the client's vocational goals and objectives.
- Work with local employers and internal MCCDC team members to cultivate current and future job placement opportunities.
- Contact the employers where job placements have occurred to ensure the quality of the job match as well as sustained job retention. and
- Support the Program Manager by providing back up or overflow support, as required.
- Adhere to the policies and procedures set forth by CARF International Standards.
- Develop and conduct relevant workshops (i.e. job readiness training, interview skills and resume building skills)
- Perform other duties as assigned by the Program Manager, other Marin City Community Development Corporation administrator, or their designee.
- Training of CPR and First Aid.
- Training on the needs of individuals with developmental disabilities, De-escalation and Mental Health (5150).
- Preventive training of Abuse, Discrimination and Neglect.

## **QUALIFICATIONS**

This candidate will be passionate about our mission, possess a minimum of 2-3 years team members development and management experience with a background in team members or in sales management, operational expertise and be a strategic thinker. In addition, the Employment Specialist must possess:

- Computer skills, including experience with industry standard e-mail, internet browser, and word processing software, spreadsheets, and databases.
- Organizational ability, flexibility, resourcefulness, a strong work ethic, and the ability to work independently to meet deadlines and program objectives.
- Experience in coordinating projects independently.
- Ability to adapt training and support techniques to client diagnosis, needs, career goals, and learning styles.
- Ability to form and maintain positive working relationships with supervisor, co-workers, community agencies, employers and program participants. and
- Must be a self-starter, motivated, and a professional.
- Must be able to motivate and appropriately advise clients in their job search efforts.
- A valid California driver's license, a clear driving record and proof of personal vehicle insurance coverage are required to be maintained at all times for this position.



The Marin City Community Development Corporation is an equal opportunity employer. People of color and people with disabilities are strongly encouraged to apply. Competitive medical, dental and vision benefits with optional 401K retirement plan and flexible spending account plan.

Those interested in applying for the Employment Specialist positions should send a resume, cover letter, and professional references to:

Dr. Leslie Castro-Woodhouse, Operations Manager @:

**Email:**

Lcastro-woodhouse@marincitycdc.org

**Mail to:**

Marin City Community Development Corporation  
Attn: Human Resources Department  
441 Drake Avenue  
Marin City, CA 94965

I have reviewed, accepted and understand my job description and responsibilities.

Team Member signature: \_\_\_\_\_

Date: \_\_\_\_\_

HR/Operations Manager signature: \_\_\_\_\_

Date: \_\_\_\_\_