

# Total Action tap For Progress into hope

## JOB DESCRIPTION

**JOB TITLE:** Employment Specialist (FT)  
**COMPONENT:** This Valley Works (TVW – T2W3)  
**SALARY RANGE:** \$15.00/Hourly  
**CLASSIFICATION:** Non-Exempt

### DEFINITION AND PURPOSE:

Responsible for client employment services. Work with area employers to ensure clients who are ex-offenders find self-sustaining employment.

### ORGANIZATIONAL RELATIONSHIPS:

Supervised by: T2W3 Training for Work Program Manager  
Supervises: No one  
Coordinates with: Other TAP staff, Local Businesses, Probation and Parole, Workforce Development Board, Colleges, Court Service Units, residential re-entry centers and work release programs

### RESPONSIBILITIES:

- Establishes contacts with prospective new employers.
- Maintains contact with existing employers.
- Facilitates employment relationship between employers and participants.
- Assists participants enrolled in program to seek and/or obtain suitable employment.
- Develops relationships with temporary employers and/or temporary employment agencies, when applicable. Does weekly follow ups during temporary employment placement.
- Strives to meet program placement goals.
- Meets with employers to market the Training to Work Program, develops ongoing relationships, and develops job placement opportunities for participants.
- Forms working relationships with community employment services and resources, including Virginia Employment Commission, Disability Rehabilitative Services of Virginia, local Chambers of Commerce and the Virginia Workforce Investment Board.
- Conducts employment group sessions and classes.
- Recruits community volunteers to participate in job readiness workshops.
- Counsels participants on career planning and administers career study/aptitude tests to determine client interests and skill level.
- Counsels participants on job seeking skills.
- Maintains an ongoing list of employers and job openings for participants. Posts job openings in the Training to Work office.
- Assists participants with employment needs, supplying clothing and accessing assistive technology resources when applicable.
- Assists participants in obtaining appropriate employment documents.
- Assists participants with approved transportation requirements.

- Conducts employment follow-ups in a timely manner.
- Maintains complete participant files.
- Inputs required employment information in CARES data system at baseline, six months during program participation, and six months post-graduation.
- Prepares required monthly report and submits in a timely manner.
- Attends trainings and meetings as required by program.
- Performs other duties as assigned and required.

**ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of employer's policy and procedures preferred.
- Working knowledge of state employment regulations and human resource policies preferred.
- Experience with offenders and ex-offenders helpful.
- Must be computer literate.
- Knowledge of Microsoft Office required.
- Knowledge of computer data entry required.
- Excellent organizational skills and leadership ability.
- Good written and oral communication skills a must.
- Ability to communicate with various racial and economic backgrounds.
- Ability to work independently.
- Demonstrated ability to instruct adults in job seeking and retention skills, including resume writing and conflict resolution.

**TRAINING, EDUCATION AND EXPERIENCE:**

- Graduation from a four-year college or have related experience.
- Experience with human services or offender/ex-offender programs preferred.
- Training and experience in employment services preferred.
- Training and experience in facilitating groups preferred.

**SPECIAL REQUIREMENTS:**

- Reliable transportation and a valid Virginia Operator's license with a good driving record for insurance purposes.
- Able and willing to travel extensively.
- Must pass drug screening. Some positions require positive complete background screening including: criminal, sex offender and child protective services.
- Physical activity of this position – climbing; ascending and descending ladders, stairs, scaffolding, ramps, poles and the like; stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, use of fingers for – picking, pinching and typing; grasping, feeling, talking, hearing, repetitive motion of the wrists, hands, and/or fingers.
- Physical requirements in this position – light work; exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently.
- Visual acuity requirements – close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.
- Conditions subject to in this position – worker is not substantially exposed to adverse environmental conditions.

This description provides information regarding the essential functions of the designated job, and general nature and level of work associated with the job. It should not be interpreted to describe all the duties that may be required of such employees or be used to limit the nature and extent of assignments such an individual may be given.

*Every TAP employee shares in TAP's responsibility to "Mobilize Community Resources" in support of TAP's anti-poverty efforts.*

TAP hires only U.S. Citizens and lawfully authorized aliens.

**Equal Opportunity Employer/Drug Free Workplace**  
*Bilinguals Encouraged to Apply*

*Employment Specialist T2W3*  
*10-28-2016*