

Position Identification

Current Position Title:	Employment Specialist
Department/Division:	Employment Program
Work Location:	305 E Street, NW, Washington, DC
Supervisor's Title:	Director of Supportive Programs
Work Status:	FT
FLSA:	Exempt
Classification:	Professional (2)

A. Summary Statement

CFLS provides employment counseling, job search assistance, resume assistance, mock interviewing and meaningful employment for the families in our programs and women returning home from a period of incarceration. Many of our programs rely on employment services to help participants get back on their feet. Employment Specialist offers an employment assessment, resume and job development to prepare the client for entering the workforce. To secure employment, the Employment Specialist networks and consults with employers and community organizations. By maintaining these relationships and monitoring trends in the workplace, CFLS helps clients progress toward a better future.

B. Essential Duties and Responsibilities

Responsibility
1. Develops initiates and monitors individual employment plans for clients to promote job success.
2. Provides training to clients in all aspects of employability development/job preparation workshops.
3. Matches participants to appropriate jobs and training.
4. Works with employers and participants as needed during coaching sessions to help ensure participants sustain employment. Monitors client progress at employment service sites.
5. Tracks employee development through coaching sessions.
6. Utilizes information gathered through Continuous Quality Improvement to review program performance and works with other program staff and CFLS management to address any identified issues related to job coaching.
7. Utilizes information gathered through Continuous Quality Improvement to review program performance and works with other program staff and CFLS management to address any identified issues related to job coaching.
8. Develops and manages partnerships with employers/corporations in the Metropolitan Area to create employment opportunities for clients.
9. Utilizes employer relationships to plan and conduct in-house recruitment days for clients.
10. Tracks client progress through consistent data entry and management via internal database Apricot and other strategies.

Responsibility
11. Other duties as assigned

C. Nature of Work

	Yes	No	N/A
1. Task Complexity (Check One)			
A. Tasks are straightforward, routine and frequently repetitive.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Tasks are varied and moderately complex.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Tasks are highly complex.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Discretion and Judgment (Check One)			
A. Tasks follow set guidelines or procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Tasks require comparing alternative courses of action and making a decision after considering the options.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Tasks require contact with sensitive and confidential information.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Tasks require the management of a unit or section involving formulating, directing or interpreting policy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Work requires imagination, originality and/or creativity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Receives clear instructions from supervisor on what to do and how to do it.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Has authority to make significant choices and decisions without specific guidance or direction from supervisor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D. Collaboration and Interaction

Collaboration and Interaction	Yes	No
A. Exchange of routine, factual information and/or answering routine questions.	X	
B. Exchange detailed information or resolve varied problems.	X	
C. Access to and/or works with sensitive and/or confidential information.	X	
D. Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.	X	
E. Persuade, gain cooperation and acceptance of ideas or collaborate on significant projects.	X	
F. Resolve conflict, negotiate or collaborate on major projects.	X	
G. Handle sensitive issues and facilitate collaboration at the highest level.	X	
H. Develop and maintain relationships to enhance work flow and work quality.	X	

E. Leadership Responsibilities and Reporting Relationships

Has no authority or responsibility for the supervision of staff.

E. Oversight and Direction

- Receives general direction working from established policies and objectives
- Employee plans and carries out assignments and resolves most conflicts that arise

F. Minimum Requirements

Bachelors degree and 3+ years relevant experience or equivalent combination of education and experience

G. Physical Requirements

Physical Demand	Activities	Percentage of Time
Stand or Sit	Able to stay in stationary position	50%
Walk	Able to move, traverse around physically	50%
Use Hands/Fingers to Handle or Feel	Operate, activate, use, prepare, inspect, place, detect, position	100%
Climb (stairs/ladders) or Balance	Ascend/descend, work atop, traverse	-
Stoop, Kneel, Crouch, or Crawl	Position self (to), move	100%
Talk/Hear	Communicate, detect, converse with, discern, convey, express oneself, exchange information	100%
See	Detect, determine, perceive, identify, recognize, judge, observe, inspect, estimate, assess	100%
Carry Weight, Lift	Move, transport, position, put, install, remove	-
Exposure to Work	Exposed, work around	100%

Date:

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