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# Position Identification

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| Current Position Title:  | Employment Specialist |
| Work Location:  | 305 E Street, NW |
| Supervisor’s Title:  | Director of Reentry & Victim Services |
| Work Status:  | Full-time  |
| FLSA:  | Exempt |
| Classification:  | Professional (3) |
| Salary: | $50k - $53k dependent on experience |

# Summary Statement

Under the direction of the Director of Reentry & Victim Services, the Employment Specialist will work to serve women in the community and our reentry transitional housing programs. The Employment Specialist will be responsible for a case load of 20-30 returning citizens seeking employment, building partnerships with businesses and nonprofits, and teaching employment skills.

To apply, please send resume and cover letter to Katherine Sponaugle at krussell@cflsdc.org.

# Essential Duties and Responsibilities

| **Responsibility** |
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| 1. Interview clients to determine their career goals and help to map out strengths and areas in need of improvement. Assess clients for literacy, technology skills, soft skills, and workplace readiness.
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| 1. Work one-on-one with reentry clients on computer literacy skills, ensuring clients are comfortable navigating email, Microsoft Word, and other basic applications.
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| 1. Make referrals to appropriate CFLS internal programming and community providers for additional case help to address underlying needs and/or crises.
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| 1. Work one-on-one with clients on resumes, interviewing skills, and on-the-job problem solving skills.
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| 1. Hold office hours within the community at various sites, in the main office, and in the DC Jail.
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| 1. Conduct outreach to build partnerships with employers, businesses, and nonprofits to streamline clients into employment, identify opportunities, and assist clients with connecting to job trainings, education, and career advancement.
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| 1. Work with the entrepreneurship program to assist clients in soft skill development and technology skills.
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| 1. Work with other case managers to promote cross-program collaboration. Attend monthly case review sessions.
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| 1. Host workshops on specific employment skill building for clients.
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| 1. Maintain accurate and confidential records of clients and services provided in Apricot database. Track referrals and input case notes in a timely manner. Conduct follow-up to track and record recidivism and other outcomes after referrals are made.
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| 1. Provide reports and regular updates to director when requested.
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| 12. Other duties as assigned |