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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](mailto: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. |
| 1. Work one-on-one with reentry clients on computer literacy skills, ensuring clients are comfortable navigating email, Microsoft Word, and other basic applications. |
| 1. Make referrals to appropriate CFLS internal programming and community providers for additional case help to address underlying needs and/or crises. |
| 1. Work one-on-one with clients on resumes, interviewing skills, and on-the-job problem solving skills. |
| 1. Hold office hours within the community at various sites, in the main office, and in the DC Jail. |
| 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. |
| 1. Work with the entrepreneurship program to assist clients in soft skill development and technology skills. |
| 1. Work with other case managers to promote cross-program collaboration. Attend monthly case review sessions. |
| 1. Host workshops on specific employment skill building for clients. |
| 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. |
| 1. Provide reports and regular updates to director when requested. |
| 12. Other duties as assigned |