

Job Title:	Employment Specialist
Status:	Full-time/Exempt
Reports to:	Sr. Director of Employment Services
Department:	Employment
Annualized Salary:	\$39,500 – \$41,000

General Purpose:

An Employment Specialist with Easterseals Colorado, a non-profit organization, provides direct client services in the areas of employment counseling, client needs assessment, employment preparation, and training, referral to community resources and support services, program eligibility, and/or job development/placement; and performs related duties as required. This work will be performed both in Denver and remotely.

Essential Duties/Responsibilities:

- Interviews, advises, and guides a diverse population of clients to ascertain employability; interprets and explains regulations, rules, policies, and procedures to clients; may determine client eligibility for services; appraises clients of their rights, benefits, responsibilities, and obligations under program participation; ensures that applications and other forms are completed accurately and thoroughly
- Assesses client readiness for job referral, support services, attempts to match clients with available employment, training, or other opportunities/services
- Identifies problems/barriers that hinder employability; assists clients in resolving and mitigation barriers to employment by identifying the need for other services and benefits; counsels' clients regarding recommended solutions and suggested supportive services
- Assists the job seekers in increasing their knowledge in a particular field and helping them focus on the current requirements of the employers
- Analyzes information obtained from interviews, tests, and other sources to develop short and long-term goals; develops and implements individual employment plans
- Contacts public and private employers to develop on-the-job training and/or direct job placement sites for clients; maintains cooperative relationships with employers and support service and community resource agencies; identifies appropriate job placement/training opportunities for clients; maintains an awareness of local job market and opportunities to assist in providing guidance to clients; may arrange for employment interviews

These essential duties/ responsibilities are not intended to be an exhaustive list of all duties, responsibilities, or qualification associated with the job

Job Qualifications:

- Top-notch organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Strong work tenure: 2+ years of experience in mental health, social services, or employment services required
- Proven ability to interact and build a rapport by possessing great communication skills
- Individual Placement and Support (IPS) experience highly preferred
- A current Colorado driver's license with reliable transportation required

Benefits Offered:

Our employees are our most valuable asset. That's why at Easterseals Colorado we are committed to a comprehensive employee benefit program that includes medical, dental, vision, flexible spending and health savings accounts, retirement plan, employee assistance program, paid holidays, and paid time off

Physical Requirements of This Position:

Must be able to remain in a stationary position 50% of the time. This person in this position needs to occasionally move about inside an office to access file, office machinery, etc. Constantly operates a computer and other office productivity machinery.

M/F/D/V/G EOE E-verify Employer