

Easterseals Oregon HVRP POSITION DESCRIPTION

POSTION TITLE: Multnomah County Employment Specialist

DEPARTMENT: Homeless Veteran's Reintegration Program

REPORTS TO: Program Manager

MISSION: Case management and employment development for Veterans.

ESSENTIAL FUNCTIONS:

1. Determine program eligibility, process intake, enrollment, and employment development/placement. Maintain accurate, up-to-date case files on each program participant. Maintain compliance with the organization's guidelines, policies, and the Department of Labor VETS regulations.
2. Assist program participants with identifying aptitudes, strengths, and areas that need improvement. Assist participants with determining goals and objectives. Develop Individual Employment Plans and help establish connections to resources that will assist the participants reach their goals. Assist Veteran with develop of resumes/cover letters and provide job readiness training.
3. Develop employment opportunities for enrolled Veterans, provide mock-interview preparation for established interviews, facilitate meet & greets with employers and conduct outreach to employers.
4. Maintain accurate, up-to-date records and case files on the veteran and report regularly to the Program Manager. Maintain up-to-date retention spreadsheet and report results to Program Assistant for entry into Technical Performance Report (TPR).
5. Counsel participants about employment and facilitate appropriate linkages between the veteran and community resource agencies. Advocate on behalf of veteran with these agencies.
6. Assist participants with resolving possible barriers to employment such as housing, transportation issues, childcare, and medical needs.
7. Co-facilitate weekly job club with other HVRP team members. Help design curriculum and develop partnerships with community partners and or local businesses and schedule speakers.
8. Provide training, develop a system that works for each participant, and project partner. Research additional funding opportunities to support client goals or removal of barriers to those goals.
9. Network with and maintain a positive relationship with WorkSource Oregon, WIOA providers and Disabled Veterans Outreach Program (DVOP) partners to identify training and employment opportunities and to co-refer Veterans.
10. Stays informed of community, agency, and program information through inter-office communications, attendance at staff meetings, participation in professional development activities and other community events
11. Complete other assignments as requested by the Program Director and Program Manager.

Minimum Education, Certification, Experience:

- Bachelors' degree in vocational rehabilitation, labor relations, social work, human resources, or related field or equivalent with 2 years experience with Veterans and/or people with disabilities.
- Demonstrated interest in working with Veterans and the ability to be compassionate and understanding.

- Demonstrated ability to work with others and communicate effectively.
- Ability to work with individuals of varying incomes, skill levels, experiences and cultures.
- A professional appearance.
- Strong Information technology skills.
- Ability to manage multiple tasks simultaneously.

Other Requirements:

MVR background check
Valid driver's license
Current vehicle and liability insurance

- ❖ I have read the position description and fully understand and agree to the responsibilities and requirements. I understand this grant-funded position is dependent upon continuation of funding from the Department of Labor.

Employee:

Date: _____

Supervisor:

Date: _____

HR Director:

Date: _____