



*Easter Seals Oregon*  
**JOB DESCRIPTION**

**JOB TITLE:** Employment Specialist  
**DEPARTMENT:** Senior Community Service Employment Program (SCSEP)  
**REPORTS TO:** SCSEP Program Director  
**EFFECTIVE DATE:** January 2022  
**PAY RANGE:** \$16.50 - \$17.00  
**POSITION STATUS:** Hourly, Non-Exempt

**ABOUT ESO**

**Mission:** To be the organization that provides exceptional services and resources that make a tangible and positive impact on society. We serve children and adults with disabilities, veterans, mature job seekers, and their families, ensuring all feel included and valued and have equal opportunities to live, learn, work and play in their communities.

**Vision:** To create and deliver services, workforce development and housing programs that result in 100% included and empowered participants in their communities.

**Core Values** are the **ESSENCE** of who we are: Excellence, Service, Stewardship, Equity, Nurture, Compassion, and Empowerment

"Your life and mine shall be valued not by what we take... but what we give." - Edgar "Daddy" Allen, Easterseals Founder

ESO has been serving the Oregon community for over 74 years in filling gaps for the disabled, veterans, low income and older adults with education, career assistance and housing.

**WHY WORK HERE?**

We are a progressive public not-for-profit organization that identifies service delivery gaps in the community, building programs to address community needs, and continually strives towards being best of class in our practices and empowering staff with our leadership.

**Our employees**

You will find your peers at ESO to be completely dedicated to the participants they serve, whether they are young or mature, have disabilities, are homeless, or have barriers to permanent housing or employment. Employees are trusted and empowered to provide services and solutions independently and as part of a team. Quality of service eclipses numbers, while ultimately fulfilling the goals set by our funders.

**Our facilities**

Our administrative office is located in Washington County and we have 18 other office locations in the state of Oregon. This position will be located at the Medford office at the Medford WorkSource office with occasional visits to service locations to meet with peers and participants as needed.

**Equal Opportunity Statement:** ESO is an equal opportunity employer. In accordance with applicable law, the company prohibits discrimination based on race, color, religion, creed, gender, pregnancy or related medical

conditions, age, national origin or ancestry, physical or mental disability, sexual orientation, genetic information, uniformed service or any other consideration protected by federal state and local laws. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee.

**DEI Statement:** At Easterseals Oregon, diversity, equity, and inclusion are an important core value for our employees, board members, the individuals we serve, and our community. Our commitment to these values is resolute and positions us to better serve our stakeholders from every background. We are driven by our commitment to inclusion across disability, age, gender, race, religion, identity, veteran status, sexual orientation, and homelessness. We celebrate diverse points of view and multiple approaches, driving innovation and subtleness, and positioning ourselves to lead the change we want to see in the world. Our Vision is to create and deliver disability services, workforce development, and housing programs that result in 100% included and empowered participants in their communities.

### **EXPECTATION FOR ALL EMPLOYEES**

Easter Seals Oregon employees are expected to support the mission, vision and values.

### **POSITION DESCRIPTION**

This is a Case Management position working with a local non-profit serving the 55+ senior community with job training, skill building and employment opportunities. This role will be conducting eligibility interviews, intake appointments, site visits and ongoing Case Management of participants to assist in participants in gaining unsubsidized employment.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Determine program eligibility, process intake & enrollment and maintain accurate, up to date case files on each program participant.
- Maintain compliance with the company guidelines, policies, and the Department of Labor regulations.
- Recruit and train appropriate host agency organizations and supervisors. Obtain and maintain appropriate host agency paperwork.
- Provide quarterly reports to supervisor and participate in staff meetings.
- Assist program participants with identifying aptitudes, strengths, and areas that need improvement.
- Assist participants with determining employment goals and objectives.
- Develop Individual Employment Plans or self-employment plans and help establish connections to employment driven training & resources that will prepare the participants for competitive employment.
- Assist participants with resolving possible barriers to employment such as housing, transportation issues, childcare, and medical needs.
- Coach participants about social service programs and facilitate appropriate linkages between the participant and community resource agencies.
- Advocate on behalf of participant with social service and host agencies.
- Co-facilitate weekly job club with other team members. Help design curriculum and develop partnerships with community partners and or local businesses and schedule speakers.
- Ensure that each participant is job ready and has received appropriate vocational guidance, employment readiness training and interview preparation. Provide employment development for each participant.
- Network with and maintain a positive relationship with area employers, WorkSource Oregon, WIOA providers, Vocational Rehabilitation Counselors and Host Agency partners to identify training and employment opportunities.

- 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.
- Complete other assignments as requested by the Program Director and Assistant Director.

## **WORKING CONDITIONS**

- Work with peers, subordinates, and supervisor in a collaborative manner
- Work in an environment with frequent interruptions due to phone calls, and staff or participant needs
- Must have the ability to prioritize and work under timelines.
- Some travel within the State is required and varies month to month (5% – 15%) Reliable transportation is essential, and travel is reimbursed at the federal mileage rate.
- Occasional standing, walking, bending, kneeling, pushing, and pulling
- Frequent repetitive motion for hands and arms
- Daily office work environment may contain dust, heat, cold, noise

## **QUALIFICATIONS AND SKILLS:**

- Service Oriented – desire to provide excellent service throughout the organization, professional and courteous communication skills
- Relationship Focused – build and leverage strong relationships internally and externally
- Collaborative – believes many ideas drive the best solutions
- Driven – compelled and motivated to achieve a goal, hard-working, ambitious, ability to multitask
- Demonstrated integrity

## **EDUCATION AND EXPERIENCE:**

- Bachelor's Degree in Social Services or Mental Health, preferred.
- High School Diploma or GED, required.
- Minimum of 2 years' experience of social services, human services, vocational rehabilitation or like services, required.
- Proficient in computer skills (MS Word, Excel), including virtual platforms (Zoom, MS Teams)
- Strong oral and written communication

## **OTHER QUALIFICATIONS:**

- Valid Driver's License, insurance and reliable vehicle to travel to worksites throughout the day
- Successful completion of background check, MVR check, and reference check required
- Proof of COVID-19 vaccination