

Easter Seals Oregon
POSITION DESCRIPTION

POSTION TITLE: Employment Specialist

DEPARTMENT: Homeless Veteran's Reintegration Program - Medford

REPORTS TO: Program Manager

MISSION: Case Management and Employment Development for Veterans.

ESSENTIAL FUNCTIONS:

1. Determine program eligibility, process intake & enrollment and 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. Provide quarterly reports to Program Manager and participate in staff meetings.
2. Assist program participants with identifying aptitudes, strengths, and areas that need improvement. Assist participants with determining employment goals and objectives.
3. 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.
4. Assist participants with resolving possible barriers to employment such as housing, transportation issues, childcare, and medical needs. Counsel participants about social service programs and facilitate appropriate linkages between the veteran and community resource agencies. Advocate on behalf of veteran with these agencies.
6. 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.
7. Provide employment development for each participant. Ensure that each participant is job ready and has received appropriate vocational guidance, employment readiness training and interview preparation.
8. Network with and maintain a positive relationship with area employers, WorkSource Oregon, WIA providers and Veteran Administration partners to identify training and employment opportunities..
9. 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
10. 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