



JOB DESCRIPTION: EMPLOYMENT SPECIALIST

POSITION TITLE: Employment Specialist
DEPARTMENT: Bridge Shelters
REPORTS TO: Supervising Case Manager
FLSA: Full-time, Non-Exempt
PAY RANGE: \$22-\$25 an hour, commensurate with experience

POSITION SUMMARY:

The Employment Specialist assists residents in increasing their income by identifying and addressing barriers to obtaining gainful employment and helping with securing employment. Responsibilities include staying connected with partner agencies and their employment-related services, staying current about employment openings in the San Diego area, cultivating new employment opportunities, assisting residents/clients in preparing resumes, and preparing them for interviews. This position will directly link with and support the function of the CM/HS.

ESSENTIAL FUNCTIONS:

- Work with residents/clients to identify and overcome barriers to gaining employment.
- Provide encouragement and direction to residents/clients seeking employment.
- Connect clients with partner agencies and services.
- Carefully document interactions with clients in HMIS, with particular attention to employment and income goals.
- Assist clients with obtaining and completing necessary documents to submit for employment, including resumes, cover letters, identification, and social security cards.
- Assist in coordinating transportation for clients to employment-related events and appointments.
- Maintains documentation using the HMIS, Clarity, following agency and best standard practices.
- Maintains documentation of employment trainings provided, resume and cover letter tracker, application tracker, employment tracker, employer tracker, client contracts, and other pertinent information following the agency's best practices.
- Promptly completes accurate and thorough progress notes and data entry into HMIS.
- Case management and housing assistance, as needed.
- Participate in case management meetings.

OTHER RESPONSIBILITIES:

- Work collaboratively with all team members.
- Participate in staff training, staff meetings, and development activities as directed.
- Perform other duties as directed by Director/Manager.

QUALIFICATIONS:

Experience and Education

- A minimum of 2 years experience as a case manager, employment case manager, or social worker; or any equivalent combination of education, training, and experience.
- Prior experience working with homeless populations is required.
- Experience working with employers, supportive employment programs, and job training initiatives preferred.

- Bachelor's degree in social work, psychology, counseling, or a related field is preferred.

Other

- Firm understanding of Microsoft Office, including Outlook, Word, and Excel, required.
- Strong written and verbal communication skills, required.
- Knowledge of the utilized practices and principles, including Housing First, Trauma-Informed Care, Conflict Resolution, Motivational Interviewing, Low Barrier Operations, and Prevention and Diversion, preferred.
- Ability to adhere to policies and procedures.
- Experience with principles and practices of data collection and report preparation, HMIS experience preferred.
- Understanding of confidentiality protocols and protecting personal information.
- Ability to organize and prioritize a variety of projects and multiple tasks in an effective and timely manner.
- Effectively problem-solve and maintain composure in high-pressure situations.
- Act as a liaison with partner agencies and potential employers.
- Ability to: work independently with minimal daily supervision.

HOW TO APPLY:

Interested candidates can apply by emailing a cover letter, resume, and completed application to HR@alphaproject.org. To obtain an employment application, visit our website at www.alphaproject.org. Select the About tab, then select Employment.