

POSITION TITLE: EMPLOYMENT SPECIALIST

PROGRAM SUPPORTIVE SERVICES for VETERAN FAMILIES (SSVF)

REPORTS TO: PROGRAM MANAGER

MAJOR RESPONSIBILITIES:

To assist veteran clients and their family members in the efforts to secure employment as a means of self-sustaining in continuing to maintain permanent housing; assisting clients with resume building and interview skills training; linking clients to potential employers and facilitating preparing the client for employment.

DETAILED RESPONSIBILITIES:

- Conduct initial assessments of clients as assigned, determine job readiness, identify skills and barriers to employment, provide one-on-one career counseling, compile employment development plans and resumes, make referrals to employers and training programs, and follow up job placements.
- Complete and submit intake, assessment, and enrollment reports, progress notes, employment development plans, job placement, and other reports as required.
- Actively and continuously work to develop a professional relationship, training opportunities and job leads with employers for existing and potential clients.
- Take part in outside marketing efforts to promote the SSVF program and the hiring of veterans by area employers, including group presentations, job fairs, and recruitment events.
- Assume other duties as assigned by the SSVF Program Manager.

REQUIRED QUALIFICATIONS:

- Excellent verbal and written communication skills
- Possess in-depth knowledge of community programs and services
- Strong organizational skills and meticulous attention to detail
- Team Player with good listening skills

Employee Print Name

Date:

Employee Signature Required :

POSITION TITLE: EMPLOYMENT SPECIALIST

PROGRAM SUPPORTIVE SERVICES for VETERAN FAMILIES (SSVF)

REPORTS TO: PROGRAM MANAGER

- Proficient in using Word, Excel, and PowerPoint
- A car for visits to Veterans in their own homes or at other locations
- **REQUIRED Valid New York State Driver's License and own insured Vehicle with 100/300 Bodily Injury Liability insurance.**
- **REQUIRED FULLY VACCINATED FOR COVID-19, WITH PROOF.**

EDUCATION/TRAINING/EXPERIENCE:
MINIMUM QUALIFICATIONS

A Bachelor's degree from an accredited college or a combination of education and experience would provide an equivalent background.

Experience working with Veterans is a plus and one must have knowledge of clinical issues, and skills in community resource development.

RECRUITMENT FOLLOWING A PLUS

CATEGORY

- **NON-EXEMPT**

I have read and understand job description.

Employee Print Name

Date:

Employee Signature Required :
