Title: Employment Specialist

FLSA: Non-Exempt

Hours: 40 hours a week, full time

Salary Range: $15.3822-21.8937 hourly

Department: Employment, Education & Training

Reports to: Employment Services Supervisor

Overview:
Do you want to make a positive difference in Snohomish County? Are you looking for a team-centered environment to flourish in? Check us out.

Housing Hope and HopeWorks agencies are the major non-profit developer of affordable housing and provider of human services in Snohomish County and Camano Island. Our mission is to promote and provide affordable housing and tailored services to reduce homelessness and poverty for residents of Snohomish County and Camano Island. We achieve this through a variety of interventions including social enterprises, children’s services, subsidized housing opportunities and services, employment, education and training services.

We are earnestly invested in dismantling the effects of systemic racism throughout Snohomish County and Camano Island. We are looking for people who are passionate about serving people. Dedicated professionals to assist in fulfilling our mission and advancing our commitment to diversity, equity and inclusion throughout our communities.

This position provides direct services and assistance to members in our community who are actively trying to seek employment, particularly to those who may have little-to-no work history, or interrupted work history. This position maintains positive, collaborative relationships inside and outside the agency and provides support to department and program staff. This position has responsibility for participating in program coordination, including meeting goals and outcomes. Services provided are designed to promote greater economic self-sufficiency by supporting parents, healthy families, and successful attainment of employment and/or educational goals towards higher wage progression careers.
**Benefits Package:**
- Two medical plan options,
- $1,500 Health Savings Account annual contribution to assist in medical, dental, vision, prescription costs and investment options
- Dental and Vision plan is under $5 a month for employees Reasonable cost Dental and Vision plans for Families and Domestic Partners
- PTO Accruals and Annual Leave Benefit, first one after six month anniversary
- Flexible investing 403b Retirement Program with annual matching contribution
- Discount for childcare at Tomorrow’s Hope Child Development Center
- Employee Assistance Program and Supplemental Insurance
- Core trainings and ongoing organizational development
- Dedicated Fun Hub Committee and discounted tickets to events
- After six month anniversary, two PTO holidays provided based on average work week

**Essential Job Duties:**
1. Provide employment related core services to participants with a focus on multi-barrier individuals who may be experiencing homelessness.
2. Assess individuals’ needs for employment related services and provide referrals as needed.
3. Meet with residents of local homeless housing agencies to promote services with potential clients.
4. Determine eligibility and/or appropriateness for program; enroll and explain program participation requirements.
5. Provide comprehensive employability assessment (Employment Readiness Scale) for all Employment & Training (E&T) referrals.
6. Develop Individual Employment Plans (IEP) (i.e. employment, training, education & wage progression) for eligible residents.
7. Collaborate the implementation of Individual Employment Plan and service delivery with participants, Family Support Coaches, and other agencies working with the participant.
8. Maintain ongoing coordination and communication with Family Support Coaches and partners regarding delivery of each participates E&T services based on the IEP.
9. Provide tailored employment services to participants based on the IEP including employment counseling, employment preparation and training such as, resume and interview skills, and support in placement in training programs or jobs.
10. Assess for and authorize related program supportive services, with coordination from Family Support Coaches as needed.
11. Refer and collaborate with area Employment & Training agencies including: DSHS, Service Alternatives, and WorkSource.
12. Build relationships and maintain positive relationships internally and externally to meet the needs of our participants.
13. Monitor program goals and objectives and revise as appropriate.
14. Conduct staff assisted job development, job matches and job follow-up; make job referrals; verify customer job search.
15. Provide referrals to community resources.
16. Enter new and/or updated data in multiple data management systems.
17. Monitor program goals, objectives, and deliverables.
18. Prepare relevant documents and reports.
19. Be proficient in Housing Hope and coordinated entry policies and procedures.
20. Teach and facilitate employment related classes and orientations as needed.

Non-Essential Job Duties:
1. Other tasks and responsibilities as assigned.
2. Drive company vehicles as required.
3. Assist with other agency requirements as directed.

Requirements:
- Experience working with diverse groups with varying skill/backgrounds in conflict resolution, problem solving, and decision making.
- Ability to travel across Snohomish County to various Housing Hope sites and/or partner agencies.
- Minimum of 1 year experience working with high barrier populations.
- Include a cover letter with a resume.
- Attention to detail and ability to adhere to very in-depth policies and procedures.
- Ability to work some evenings.
- Include the word “scout” in the email subject line, or somewhere in the application.
- Ability to manage and prioritize multiple demands and tasks.
- Will require some travel, working at external locations, in office and working directly with a population who may be experiencing homelessness. Working remotely is possible for a limited number of hours per week.

Preferences:
- Preferred Bachelor’s degree.
- Preferred equivalent of 2 years relevant experience.
- Preferred experience preparing and conducting training programs.
Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly and extensively required to use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms, may be required to perform repetitious movements for long periods of time in order to complete a task, stoop, kneel, crouch, or crawl and talk or hear.
- The employee frequently is required to climb, walk, sit, and talk or hear.
- The employee is regularly required to stand; climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift, carry, push and pull up to 25 lbs. frequently. Items that are over 25 lbs. must be lifted, carried, pushed, pulled, or moved with proper equipment for assistance (dolly) and proper safety procedures must also be followed.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Ability to work in a general office environment as well as outdoor environment. Possible exposure to weather—heat, wet, cold, wind, and noise.

We at Housing Hope are trauma-informed and committed to excelling in creating a holistic, diverse, inclusive, uplifting and appreciative environment. We endeavor to be inter-culturally competent and trauma informed in all our practices and procedures. This simply means that we are attentive to the needs of the workforce. We embrace and practice a high standard of diversity and inclusion and strive for equity for all persons regardless of race, color, religion, citizenship, national origin, veteran status, marital status, political affiliation, sexual orientation, gender identity, disability, sex, age, status in regard to public assistance, or any other basis protected by local, state or federal law.