



*Offering safety, providing stability and  
equipping for self-sufficiency*

## **EMPLOYMENT AND WAGE DEVELOPMENT SPECIALIST**

### **KEY INFORMATION**

**Reports To:** Program Manager, Adult Training & Children's Department

**Supervises:** None

**Key Relationships:** Clients, employers, volunteers

**Effective Date:** February 2019

**Hours:** Full-time, 40 hours per week, with some evening and weekend hours

**Job Classification:** Hourly, Non-exempt

**Salary:** \$18 – \$22 per hour, DOE; 401(k) plan; medical, dental & vision benefits;  
PTO: vacation, personal time and sick time

### **SUMMARY**

Oversees, coordinates and facilitates the client employment and training program. The Employment Specialist works to provide tangible strategies for clients to overcome barriers to achieve livable-wage employment. Working with clients, the community, and volunteers, they are creating a network to provide clients with training and job placement in the workforce. This role is a foundational part of the success of vulnerable and homeless single parents reaching their goal of self-sufficiency and stable housing. Professional training is provided to the Employment Specialist in trauma-informed, motivational interviewing, and other techniques to ensure the most effective services for our clients.

### **RESPONSIBILITIES**

- Provide oversight and vocational advisement to clients and assist them in developing an Individual Employment Plan. Interview, screen, and determine eligibility for other referral programs; enroll and orient clients into employment program.
- Provide individual and group job search preparation and training to explore and develop the habits and attitudes needed to be successful in the workplace.
- Develop volunteers to increase bandwidth of program activities and provide the professional and informal services needed for the program.
- Facilitate employment training workshops. Coach clients in developing goals, time management, job readiness, and resumes; provide clients with job search and networking opportunities, i.e. job fairs.
- Develop job opportunities for clients by researching job openings and contacting employers. Develop ongoing employment relationships with employers. Identify mid-range-wage job training opportunities and connect clients to new programs.
- Develop and maintain referral relationships with other agencies and Educational/Vocational programs, including grant and financial aid resources. Refer clients to appropriate occupational training programs and/or contracts for client training.
- Collaborate with staff in coordinating program planning to assist participants in reaching their program goals and various outcome performance measurements.

- Maintain accurate client files and complete monthly and quarterly outcome data and narrative reports on program performance.
- Will require occasional travel to multiple locations, including other employment offices, college campuses, housing programs, employer locations and job and resource fairs.
- Represent Vine Maple Place at community meetings/gatherings, and facilitate interagency cooperation and networking for clients.
- Assist Program Manager in the development and integration of new programs and their implementation into employment training.

### **QUALIFICATIONS**

- Have a personal relationship with Jesus Christ, be active in a Christian church and agree with the Vine Maple Place Statement of Faith.
- Be passionate about helping families overcome the trauma of homelessness.
- Possess a valid driver's license, safe driving record, and proof of insurance.
- Maintain an acceptable background check and ability to pass a drug test.
- *Understanding* of issues related to poverty, homelessness and the governmental, educational, and social service systems that serve low income people.
- Commitment to diversity and ability to work well with diverse family styles and multi-ethnic populations.
- Sensitivity to the needs of clients who are homeless, low income, limited English speaking, or impacted by domestic violence, substance abuse or other barriers to employment.
- Knowledge of King County labor market, vocational training programs, Work Source system, and other local resources.

### **EXPERIENCE AND EDUCATION**

- Bachelor's degree in social or human services, education or related field desired. An equivalent combination of experience and education will be considered.
- One to two years of demonstrated experience preferred: performing work related to client recruitment and enrollment, career assessment and planning, support services, workplace readiness, job placement, records maintenance and outcomes reporting.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Computer skills: Proficient in Word, Excel, and Outlook.
- Able to multi-task and deal with complexity and time constraints.
- Ability to maintain a professional demeanor and confidentiality.
- Strong oral, written and interpersonal communications skills.
- Self-motivated with strong organizational and project management skills.

The above is intended to describe the general content of and the requirements for satisfactory performance in this position. It is not to be construed as an exhaustive statement of the duties, responsibilities or requirements of this position. Other duties may be assigned.

**Send all Inquiries, Resumes and Cover Letters to: [Info@VineMaplePlace.org](mailto:Info@VineMaplePlace.org)**

*Only qualified candidates will be contacted.*