



2120 N. Mozart Street, Chicago, IL 60647  
Office: (773) 342-6210- fax: (773) 342-1789  
[www.hpsschanginglives.org](http://www.hpsschanginglives.org)

## **Employment Specialist**

**Background:** Humboldt Park Social Services is a small, but rapidly growing housing and supportive service agency that works with the homeless and disadvantaged in the Humboldt Park and Logan Square neighborhoods of Chicago.

**Position Overview:** The Employment Specialist works one on one with clients and coordinates with the employment team to connect clients to employment opportunities. The goal of the employment program is to develop relationships with clients to that will prepare and resource them to obtain employment in available job opportunities. This position is an outcomes oriented position, with specific expectations around the number of clients seen each month, the number of clients placed into jobs and the documentation required to prove such activities.

### **Specific Position Responsibilities:**

1. Provide employment counseling one on one with a diverse population of clients to assess skills and challenges, interests and goals and to draft individual employment plans for clients' long and short term employment goals.
2. Serve as a resource to clients in the employment process, assisting with resume writing, job search and applications, and interviewing techniques.
3. Coordinates with the Training and Retention Specialist to identifying training needs and refer clients to educational opportunities, classroom training, on-the-job training, and/or other vocational training as is appropriate.
4. Identifies clients' barriers to employment and assists clients in overcoming those barriers by making appropriate referrals to internal and external service providers, following up with clients to ensure that supportive services are being accessed.
5. Coordinates with the Job Developer and the Training and Retention Specialist to match clients with available employment and training opportunities and to employ retention strategies, including intensive follow-up so clients maintain employment.
6. Advocate for and educate clients around their rights and responsibilities, policies and procedures in the workplace, and navigating benefits and salary negotiations.
7. Maintains meticulous, up-to-date and comprehensive documentation of client interactions and activities, inputting information into automated systems (HMIS and ETO), organizing case files, maintaining and updating records on client employment, training, and follow-up activities and submitting regular outcome based reports.
8. Networks with other service providers and workforce development programs, as necessary, attending meetings concerning employment-related issues and representing Humboldt Park Social Services at events.

**Qualifications:**

- A Bachelor's degree in social work, community development, sociology, counseling, vocational guidance, or other field related to workforce development.
- At least one year of experience in a workforce development program or at least two years of related direct service and advocacy work in the community setting with clients with barriers to housing and employment.
- Knowledge of the non-profit sector and workforce development programs that aim to secure quality, living wage jobs for at-risk individuals and families;
- Excellent organization skills, detail oriented and comfortable completing reports and maintaining orderly and complete files.
- Excellent verbal and written communications skills;
- Strong computer skills including familiarity with the internet and Microsoft Office applications and at least 30 wpm typing;
- Patience and an ability to build relationships with a diverse community of people;
- Passion for social justice and the mission of Humboldt Park Social Services
- Bilingual (Spanish/English) language skills

**Salary and Benefits:** This is a full-time (40 hours per week) exempt position that includes 100% medical benefits, life insurance, and generous vacation/holiday time. The starting salary is competitive and depends on experience.

**Supervisor** The position Employment Specialist reports directly to HPSS' Program Director.

**Contact information:** Interested parties may e-mail their cover letter and resume to Ellen Ray, Program Director, at [eray@hpsschanginglives.org](mailto:eray@hpsschanginglives.org). Candidates may also fax their cover letter and resume to 773-342-1789. No calls please.

**Application Deadline:** February 8<sup>th</sup>, 2010