

Job Description

Employability Specialist

General Responsibilities:

The Employability Specialist works to ensure that program participants receive training and employment skills necessary to enhance employability. The Employability Specialist is responsible working directly with the Life Skills Specialist to identify training needs and employability gaps of participants and Dove, Inc. Maintenance. Major responsibilities include supervision of Employability program and trainees, supervision of upkeep and maintenance of residential facilities and offices and providing job readiness skills and evaluations of program participants.

Examples of Work

Assesses needs of clients and develops process to lead them to greater self- sufficiency and retention of permanent employment.

Supervises individuals in employability program.

Meets regularly with businesses and companies to develop mutually beneficial relationships.

Provides/Schedules classroom instruction for the employability program participants.

Arranges for other agencies, programs to provide workshops, trainings to clients.

Attends initial and on-going service education sessions and trainings.

Monitors progress and advocates for clients at job sites on a regular basis

Oversees Homeward Bound maintenance requests

Supervises Move out/Check out program for re-occupancy.

Makes maintenance recommendations as needed for repairs

Works with Dove, Inc. Maintenance staff to ensure projects are completed.

Works with supervisors for janitorial and lawncare services at 302 S. Union, 788 E Clay and various Dove or residential locations.

Provides required documentation of services, and keeps records in HMIS.

Attends and participates in all required Dove and Program specific meetings.

Attends and participates in agency and program events.

Performs related duties as required

Qualifications

Applicants should have at least five years of successful experience, including volunteer work in human services. An academic degree in a related field may substitute for experience. Applicants should have problem solving and time management skills, knowledge of consumer skills, job readiness, good communication skills, and housing and home management skills. The applicant should demonstrate the ability to work cooperatively with other agencies and employers. This position requires strong planning and organizational skills, and the applicant should be self-motivated and independent. A knowledge of Decatur community employment-related resources is helpful for this position. Applicant should have general maintenance knowledge and light duty janitorial skills.

Applicants must have computer experience in Microsoft Excel and basic communication software. Applicants must be able to perform the following: Lift and carry 30-50 pounds, sit and/or stand for prolonged periods of time, bend, twist, stoop, or kneel, exhibit manual dexterity, vision correctable to 20/20 or sufficient to complete job responsibilities, including color recognition, hearing correctable to complete job responsibilities. A valid driver's license and insurance is required. Prior to employment all employees are subjects to background and drug checks as required by program grants and the Dove, Inc. Personnel Policy. These checks may be updated periodically.

SALARY AND BENEFITS

The introductory salary range is from (\$25,000 to \$30,000) per year with raises available each July 1 based on merit and availability of funds. This employment is contingent upon continued funding for this position. Raises are provided annually based on merit and availability of funding. Fringe benefits include paid holidays, up to 19 paid leave days per year, group health insurance, life and disability insurance, direct deposit, matching retirement fund and an Employee Assistance Program.

WORK CONDITIONS AND ENVIRONMENT

This is a full-time position requiring 40 hours per week, and it is subject to the Fair Labor Standards Act. The Employability Specialist reports to the Dove, Inc./Homeward Bound Program Director. The program office is located at 819 E. Clay, Decatur, IL 62521. This position is funded through a grant, and no promise of employment is made beyond the end of that grant period.

DOVE, INC. IS AN EQUAL OPPORTUNITY EMPLOYER

Revised 4/12/18