

Job Description:

**Dove, Inc. EMPLOYMENT AND LIFE SKILLS SPECIALIST**

**GENERAL RESPONSIBILITIES**

The Dove, Inc. Employment and Life Skills Specialist is responsible for implementing a system to deliver programming that pertains to consumer skills, nutrition, wellness, parenting, home management, job readiness, developing resumes, cover letters and providing assistance to clients to obtain permanent employment. The specialist will work with the Housing and Employability Specialist and Parenting Specialist to identify barriers and create a service plan with goals and outcomes for clients in the Life Skills group and Jobs Club. The intent is to provide clients with information to make their lives more manageable; to introduce them to the services available to help them achieve their goals; and provide opportunities for practice, feedback and growth.

**EXAMPLES OF WORK**

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

Identifies candidates for Dove, Inc. employability programs.

Provides individual feedback to employability program applicants and participants to support growth towards employability goals.

Provides individual and group trainings to meet identified needs.

Meets regularly with case manager and Employability Specialist to address client progress

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

Develops materials consistent with program curriculum.

Provides consumer skills, job readiness, housing and home management, and health and wellness information.

Develops role-playing classes on body language and how to dress and interview for a job.

Develops videos on obtaining and maintaining employment.

Provides classroom instruction for the employability program

Develops life skill's classes for clients (adult's & children).  
Provides childcare while clients are participating in classes.  
Schedules all life skill's presentations.  
Conducts housekeeping inspections and assists with Homeward Bound maintenance requests  
Arranges for other agencies, programs to provide workshops, trainings to clients.  
Monitors progress and advocates for clients at job sites on a regular basis.  
Maintains necessary records and completes reports as requested.  
Provides required documentation of services.  
Attends initial and on-going service education sessions and trainings.  
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. Applicants should have knowledge of consumer skills, job readiness, housing and home management, health, and well-ness information.

Applicants should have effective communication skills and should be able to work in a cooperative team atmosphere and function smoothly under stress. 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 in order to complete job responsibilities. 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 for this position is from \$22,000 to \$25,000 per year with raises available each July 1<sup>st</sup> based on availability of funds. Fringe benefits include paid holidays, up to

19 paid leave days per year, group health insurance, life & disability insurance, direct deposit, matching retirement 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. This employment is contingent upon continued funding for this position. The Dove, Inc. Employment and Life Skills Specialist reports to the Homeward Bound Program Director. A program office is located at 788 East Clay Street. 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 September 2018**