

**Community Action Agency of Delaware County, Inc.
Position Description**

Position Title: Employment Consultant	Immediate Supervisor: Workforce Manager	Salary: \$34,000 - \$49,600
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Full-Time, Exempt position, eligible for benefits immediately

Position Summary:

This position is responsible to provide job readiness/job development/job retention services to unemployed or underemployed individuals enrolled in the Work Ready Program. This position is also responsible to provide training and education to individuals and employers in an effort to create a workplace conducive to individuals entering into community service/paid work experience and/or the workforce.

Primary Duties and Responsibilities:

1. Interview and assess individuals to obtain employment history, educational background, career goals skill level, interests, aptitudes, needs and barriers to develop a realistic individualized employment plan.
2. Coordinate with Social Worker and Case Manager on a bi-weekly basis to review participants' progress
3. Provide individualized ongoing support and job counseling to individuals during the job placement and job retention phase.
4. Build relationships with community-based organizations to connect individuals to available opportunities.
5. Facilitate the development of community service and/or paid work experience opportunities at local non-profits.
6. Build a professional one-on-one relationship with employers to assist individuals with job placement and retention.
7. Monitor individual progress at the community service organizations.
8. Complete case notes and weekly progress reports on each individual in HMIS and CWDS.
9. Act as liaison between the individual and employer.
10. Follow-up with individuals at appropriate intervals to assess progress and ensure job retention.
11. Deliver job readiness workshops on a daily basis to engage individuals and prepare them with the necessary skills to secure and retain employment; maintain copies of all workshops and participants' sample applications, cover letters and resumes.
12. Create weekly job search leads and post on the Job Search board.
13. Inform employers of the benefits and the employment support services provided to them; including addressing employer's special needs.
14. Participate in staff and supervisory meetings.
15. Back-up other staff as needed.
16. Other duties as assigned

Position Objectives:

1. Provide excellent supportive services to individuals that will result in the achievement of long-term employment and financial stability.
2. Develop and utilize a broad network of resources to best serve individuals.
3. Display a professional role model for individuals.
4. Maintain accurate and up to date files on all individuals.

Qualifications:

This position requires a minimum of a Bachelor's Degree from an accredited college or university. A Master's Degree is preferred. Requires an appropriate combination of education and experience that fulfills the knowledge and experience base required for this position, including training/education and work experience as it relates to workforce development programs and job recruitment/placement. Experience in working with individuals with multiple barriers to employment from a trauma-focused and strength-based approach is preferred.

The person in this position must demonstrate outstanding organizational skills, and the ability to manage multiple priorities and concerns. This position requires an individual with the ability to work well with people from different cultural and socio-economic backgrounds. The individual must have excellent communication skills, both oral and written, combined with strong interpersonal skills.

In addition, this position requires a licensed and insured driver with his/her own vehicle.

Physical Demands:

The physical demands described in this section are representative of those that must be met by an employee to successfully perform the essential functions of this position. While performing the duties described herein, the employee is regularly required to talk, hear, stand, walk, maneuver stairs, sit, stoop, kneel, crouch and crawl. The employee must occasionally lift and/or move up to 15 pounds. Specific vision capabilities required by this position include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Work Location/Environment:

This position reports to:

1414 Meetinghouse Road	will travel	896 Main Street
Boothwyn, PA 19061	to	Darby, PA 19023

Frequent travel is expected to other worksites and within the tristate area to local employers. A valid PA driver's license and access to an insured vehicle are required.

While performing the duties of this position, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is generally moderate.

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in

other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

I certify that I have read this position description and understand my duties and responsibilities as stated herein. I further understand that this job description does not in any way constitute a contract for continued employment. Community Action Agency of Delaware County, Inc. maintains an at-will policy of employment, which means that employment and compensation may be terminated with or without cause and with or without notice at any time at the option of either the employer or the employee.

Employee Signature

Date

Supervisor Signature

Date

To apply for this position, send a resume with cover letter to:

Human Resources
CAADC, Inc.
1414 Meetinghouse Road
Boothwyn, PA 19061

Fax #: 610-874-8452

E-mail: rmitchell@caadc.org

Updated 6/22/2020