

Job Title: Specialist, Workforce Development
Supervisor: Manager, Workforce Development
Status: Non-Exempt
Salary Range: (DOE)

Position Description:

We are seeking a professional, charismatic, and motivated individual to join the UMOM team as a Workforce Development Specialist. At UMOM we believe that housing + income ends homelessness. The Workforce Development Specialist (WDS) is responsible for implementing UMOM's employment and job training strategies to assist clients in obtaining and retaining sustainable income to support ending their experience of homelessness. The WDS will support case managers in providing direct employment services and access resources.

Essential Duties and Responsibilities:

Employment Services at New Day Center Family Homeless Shelter

1. Serve as an ambassador of UMOM's workforce development strategy by supporting the regular implementation of employment services by program case managers. This includes training and supporting case managers to establish a time-sensitive employment/income plan that is integrated with a client's housing plan.
2. Facilitate employment readiness workshops such as resume writing, mock interviewing, and financial literacy for UMOM clients.
3. Ensure that the Career Center at UMOM is appropriately staffed and that job readiness and placement activities are available in this venue as needed.
4. Attend program case conferences to support case managers in addressing the unique needs of clients experiencing employment-related issues.

Employer and External Stakeholder Engagement

1. Provide retention services for clients who obtain employment at regular appointed intervals to address potential issues in maintaining employment.
2. Coordinate and facilitate weekly and bi-monthly hiring events, including prioritizing employers that are the most appropriate fit for UMOM's client's.
3. Establish and nurture relationships with public and private employers to develop direct job placement opportunities for participants.
4. Maintain and update tracking system for UMOM's established employer network.

Documentation and Reporting

1. Document all client contact in UMOM's internal database, Efforts to Outcomes (ETO) within 72 hours.
2. Create and maintain training curriculum and instructional material.
3. Support program staff in the completion of accurate employment documentation in ETO, addressing discrepancies ongoing.
4. Assist the Workforce Development Manager in the monthly monitoring of SNAPCAN participation.

Qualifications:

Experience and Education: Bachelor's degree preferred, ideally in a related field. Experience in and passion for workforce development, employment services, and vocational training. Experience working with underserved or disadvantaged populations is a plus. Knowledge of the local publicly funded workforce development system is a plus.

Computer skills: Proficiency with applications including Microsoft Word, Excel, Power Point, and Outlook. Previous experience with Efforts to Outcomes (ETO), Apricot, and/or HMIS is preferred.

Compliance: Valid Level One Fingerprint Clearance Card or the ability to obtain one. Valid AZ Driver's license with no more than 2 moving violations in a one-year period required. 100/300 level of car insurance coverage (mileage reimbursement available)

Additional Attributes:

- High level of attention to detail and ability to multitask.
- Ability to exercise excellent independent judgment and ownership of decisions.
- Ability to work independently and self-manage to achieve goals while being a strong team player.
- Ability to organize, meet deadlines and delegate appropriately.
- Ability to cope with and embrace change, risk and uncertainty.
- Willingness to embrace and actively support UMOM's core values.

Other:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

My signature below acknowledges that I have read and understand the job description listed above.

Sign: _____ Print Name: _____ Date: _____

Supervisor: _____ Print Name: _____ Date: _____
Or Designee