

CENTER FOR COMMUNITY ACTION

JOB TITLE: EMPLOYMENT SPECIALIST-BEDFORD

IMMEDIATE SUPERVISOR: PROGRAM COORDINATOR

STARTING HOURLY RANGE: \$10.50 Casual, Hourly Employee, Non-Exempt Status

Overall Responsibility: Provides pre-employment transition services to students with disabilities and facilitate the process of job and career development between the local education agencies and the public and private employees.

job search, job readiness instruction, and provide on the job counseling to youth enrolled in the Office of Vocational Rehabilitation Work Based Learning Experience.

Specific Duties: complete and assess the work performed by the student

- 1 Deliver orientation on programs, requirements and procedures.
- 2 Conduct, organize and analyze information about the student through assessments conducted by OVR and the School to appraise their skill level, interest, aptitudes, abilities and personality characteristics.
3. Arrange for work-based learning experience with employers. This may include in-school or after-school opportunities or experiences outside the traditional school setting.
4. Provide guidance relative to job coaching services to students.
5. Set up and teach classes, including, but not limited to, keeping attendance logs, resumes, job applications, cover letters, mock interviews, employer expectations and life skills.
6. Conduct individual job search and job readiness techniques, professional and personal development activities, career planning, labor market and vocational information and job retention techniques.
7. Assist student in developing appropriate employment goals.
8. Observe and document attitudes and behaviors and actively listen and problem solve both prior to and after employment.
9. Assist student in developing an employment plan.
10. Assist student in overcoming barriers to employment.
11. Provide counseling, assistance and necessary follow-up.
12. Set up job bulletin board to allow students to investigate job opportunities.
13. Monitor student performance on the job and counsel individuals when job performance is not satisfactory, work with individuals to improve job performance, gain necessary job skills and review career advancement activities.
14. Prepare narrative and statistical reports, documents required forms and correspondence regarding client status.
15. Provide transportation for the student to the job if needed.
16. Other duties as may be required.

Qualifications:

- 1 Completion of Bachelor Degree in Human Services, Career Counseling, Psychology, Education or related field or two (2) years experience in career counseling or related area.
- 2 Computer experience required Word, Excel, Access, Windows and other software as required.
- 3 Excellent written, verbal and interpersonal communication skills.
- 4 Ability to adapt to a variety of situations and individuals, ability to work independently and also work on team projects.
- 5 Ability to maintain confidentiality regarding all agency business, employee, and client matters.
- 6 Reliable transportation and valid PA driver's license.
- 7 Act 33/34 Clearances

Signature
AA/EOE

Date

Revised 08/3/2017