



COMMUNITY PARTNERS IN ACTION

JOB POSTING

JOB TITLE: Employment Specialist, Waterbury AIC
LOCATION: WATERBURY, CT

POSITION REQUIREMENTS:

Bachelor's Degree plus two (2) years experience in social services and/or employment/educational services, teaching, training, and/or group facilitation. Knowledge of criminal justice and court systems and the ability to interact with people of diverse backgrounds. Knowledge of the Greater Waterbury community provider network and job market. Self-starter and initiator. Must have strong written and oral communication skills. Bi-lingual (English/Spanish) skills helpful. Job Development and placement experience beneficial. Must possess strong computer skills. Must have valid driver's license.

RESPONSIBILITIES:

- Conducts client orientation and assessments (Key Trains, Work Keys, NRF)
- Establishes and maintains one-on-one relationship with clients for the purpose of securing employment opportunities on their behalf
- Establishes and maintains on-going, effective job development marketing strategy for canvassing prospective participant employers
- Assesses and screens clients for appropriate employment matches and support service referrals
- Completes the necessary case documentation on each client in a timely manner, as directed
- Inputs client data into the Contractor Data Collection System (CDCS) and maintains, updates, and utilizes the data as directed
- Plans and implements regular job development activities which result in a pool of employers committed to hiring ex-offenders
- Helps develop and maintain the CPA Database of Employers comprised of employers committed to hiring CPA clients
- Participates in the CPA Employment Coalition for the purpose of information sharing and to troubleshoot challenges
- Prepares individual service plans based on LSI-R/ASUS assessment outputs, as directed
- Prepares, plans, and facilitates individual and employment group training sessions with integrity and fidelity to curriculum/manual
- Recognizes and addresses client ambivalence and resistance and helps clients maintain motivation to change
- Recognizes anti-social thinking, feeling, and acting, and demonstrates and reinforces concrete alternatives
- Develops, maintains, and coordinates referrals to community resources to help clients attain educational, vocational, and employment goals
- Serves as a role model to clients and staff modeling pro-social behaviors
- Predisposed to offer concrete problem solving and to engage clients in skill building
- Solicits client satisfaction feedback
- Participates in quality assurance review of groups and client sessions
- Establishes and maintains appropriate boundaries with clients and significant others
- Develops and assists with the implementation of the service delivery plan for clients and incorporates all special needs
- Supervises urine collection as required
- Participates in related seminars, panels and workshops to enhance visibility of agency
- Participates in effort of meeting performance based measures set by CSSD

INTERCHANGEABILITY:

- Perform duties of other staff as required.

REPORTS TO:

Program Manager

Apply by email: resumes@cpa-ct.org (MS Word Documents only)

Apply by fax: 860-967-3280

All internal candidates must submit a completed Internal Job Application, signed by your Program Manager.

ONLY CANDIDATES SELECTED FOR INTERVIEW WILL BE CONTACTED

“An Equal Opportunity Employer Committed to Affirmative Action”