

EL CENTRO DE AMISTAD (ECDA)

Job Description



Division/Department:	Department of Mental Health		
Location:	Canoga Park		
Job Title:	Employment Specialist	Start Date:	As soon as possible
Reports to:	CalWORKs Program Manager	Title:	Supervisor

Level/Grade	Type of position:	Hours <u>40</u> / week
	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	<input checked="" type="checkbox"/> Nonexempt <input type="checkbox"/> Exempt

SKILLS

Provide ongoing rehabilitative services, education, advocacy, linkage and referrals to CalWORKs recipients. The staff will evaluate services needed and refer clients to community and employment resources through the use of outreach, linkage, consultation, and placement of services. The staff will also work with clients on career development skills and strategies and do outreach and networking in the community for potential employers on a consistent basis. Services will be provided within the office and field setting.

JOB DESCRIPTION

- To work in compliance with ECDA, BBS & DMH Policies and Procedures, Parameters, Guidelines, Ethical standards and HIPAA laws and guidelines.
- Deliver services to a manageable caseload as recommended by supervisor.
- Provide follow-up assistance to ensure proper linkage of clients.
- Interview clients to obtain employment history, educational background and career goals
- Assist clients to develop job readiness skills and job search strategies
- Teach clients how to write resumes and prepare for job interviews
- Counsel clients on career-related issues
- Collaborate with manager/supervisor, team and other providers/entities to assist with ongoing administration of cases.
- Monitor and document client progress according to measurable goals.
- Facilitate linkage of clients to medical, educational, social, vocational, and rehabilitative intervention and treatment services.
- Advocate for clients and/or families to help resolve crisis situations (as necessary).
- Ability to present effectively to groups and individuals.
- Participation in multidisciplinary meetings.
- Develop a "Resource" tool for the Agency and Program.
- Complete and maintain updated forms in each assigned case.
- Maintain a flexible schedule in order to provide the best possible service to clients and their families.
- Provide ongoing consistent quality of services to clients.
- Plan creative groups and projects for client's entering the job market and for clients to sustain employment.

COMMENTS

Please email your resume to Elisa Rodriguez at elisa.r@ecda.org

REVIEWED BY	Lizz Diaz	Title	Administrative Assistant
APPROVED BY	Tania Fallert	Title	Associate Director
DATE POSTED	February 4, 2015		
DATE HIRED			