

Employment Specialist

Job Status
Full Time

A position with one of Southern Arizona's premier social service agencies.

The position of employment specialist serves to help bridge the gap between clients served at Old Pueblo Community Services and employers in the Tucson community. The employment specialist will achieve this by developing relationships with employers in the community to assist with reducing stigma associated with populations served by OPCS, and to work with clients individually and in a group setting to address topics such as job search and application strategies, resume writing, interview skills, labor market information and job retention.

Pay Rate
DOE

Employee Benefits

Competitive Salary
Employer Subsidized Health Insurance for Employee **and Family**
Employer Matching 401 (k) plan (after 1 year)
Employer Paid Life Insurance and Vision Plan
Employer Subsidized Dental Plan
Employer Paid Training
Employer Provided Training in Motivational Interviewing, Community Reinforcement, and other Evidence Based Practices
120 Hours Paid Time Off (PTO) Per Year

Pay Comments
Salary based on experience.
Mail Resume/Application to:

Ms. Jeanie Pike
HR Manager
Old Pueblo Community Services
4501 E. 5th St.
Tucson, AZ 85711

Duties and Responsibilities:

1. Develops new job contacts each month by making cold calls and engaging with employers in person in order to identify jobs which meet the needs of the clients.
2. Attends meetings where referrals and/or employment leads may be obtained.
3. Maintains positive community relations and assists with marketing activities.
4. Educates prospective employers about various barriers to employment, disabilities, and vocational implications, use of assistive devices, job accommodations and facility services available to them.
5. Represents Old Pueblo Community Services to businesses, families, organizations, referral sources and the community.
6. Refers individuals to potential employment placements.
7. Assists individuals in the completion of specific job applications, preparation for interviews and keeping scheduled appointments.
8. Instruct individuals and groups of individuals in career development techniques such as job search and application strategies, resume writing, interview skills, labor market information and job retention.
9. Provides follow-up services to individuals who have been placed in, or referred to, an employment situation in accordance with referral agency requirements.
10. Provide follow-up services to employers regarding client's performance and to assist with resolution should problems arise.
11. Documents work, contacts and employment efforts in client's case file.
12. Writes reports as required.
13. Attends adult recovery team (ART) meetings for clients engaged in receiving employment services through OPCS.
14. Performs other related tasks as required.

Email Resume/Application to:

hr@helptucson.org

We offer a comfortable working environment and believe that we can help our clients and have fun in the work place at the same time. Salary is based on experience and we are willing to train those who are passionate about helping people and willing to go the extra mile to help the client. We offer wonderful opportunities for our staff to train and move up in the organization.

Qualifications:

1. Bachelor's Degree preferred.
2. Three years of experience in working in an employment specialist related position.
3. Excellent written and verbal communication skills.
4. Knowledge of the local business community.
5. Ability to advocate for services and employment for OPCS clients.
6. Arizona driver's license, current insurance and reliable vehicle.

Drug screen
Criminal/Driving Background checks
Employment References are checked