

Urban Seniors Jobs Program

Job Developer/Employment Specialist

Job Description

Summary: Responsible for the recruitment, orientation, assessment and counseling of Mature Worker Program participants. Develops IEP's (Individual Employment Plans), provides employment coaching and follow-up. Serves as a liaison between the project and the host agencies on activities related to the participants.

Responsibilities:

- Recruits, interviews and conduct initial orientation for applicants
- Responsible for the completion of participant assessments, case management notes and Individual Employment Plans (IEP's)
- Conducts job development and job search activities directed toward positions that are individualized to the interests and uniqueness of the participant.
- Helps participants with career development including finding jobs that are more desirable
- Proactively source qualified candidates through various employment search engines and referral networks to build an employment pipeline.
- Assist clients with resume development, as well as review and/or assist with completion of job applications.
- Attends job fairs, visits recruitment organizations and professional associations to establish points of contact. Will make employers aware of qualified clients and keep client informed of employment opportunities.
- Evaluates the appropriateness of job-seeking candidates for identified opportunities
- Enter data into the SPARQ system
- Facilitates participant orientation and/or training programs once participant eligibility is determined
- Provides ongoing and personal employment-related counseling for participants through individual and or group session
- Identifies needed support services for participants to maximize unsubsidized employment success
- Provides ongoing assessment of participant skills and community service assignments and makes adjustment as needed
- Works with host agency supervisors on enhancing participant skills
- Provides follow-up support to participants once transitioned into unsubsidized employment
- Monitors participant progress at host agencies
- Follows- up with employers during unsubsidized employment
- Provides general supervision of participant staff on the participant skills assessment process related to training assignments
- Perform other requested duties

Required Qualifications:

A bachelor's degree in one of the human sciences and an acceptable combination of related education and training. Possess an ability to work independently with minimal supervision. A minimum of two years of related work experience in workforce development and/ or services to older adults. Demonstrated ability to write and analyze data for reports, and to function in a supervisory capacity.

Required Skills

- Ability to motivate and provide critical feedback to assist individuals in overcoming obstacles
- Must be knowledgeable in Microsoft Word, Excel, PowerPoint and Outlook
- Able to work positively and professionally in both independent and team settings
- Able to work cooperatively with representatives of various Urban League offices, external partners and customers
- Able to de-escalate and resolve conflict in a positive manner
- Capable of effectively organizing self, time and responsibilities
- Able to communicate effectively in written and verbal manner
- Able to perform mathematical concepts, such as statistical inference as well as percentages
- Able to demonstrate understanding of programming, procedures, policies and information technology systems within probationary training period and maintain that mastery over the course of employment
- Capable of maintaining strict customer and corporate confidentiality
- Able to make effective presentations and facilitate groups
- Knowledge of labor market, trends and emerging workforce issues
- Experience in profiling the needs of employers and job seekers
- Knowledgeable in the SPARQ data system a plus
- Knowledgeable in how to navigate Employ Florida Marketplace a plus
- Must be willing to travel to various locations on an as-needed basis within Ft. Lauderdale

No phone calls please. Email cover letter and resume to Troi Stoessel at tstoessel@ulpbc.org

The selected individual will be working in the Ft. Lauderdale Florida area.