

North Bay Veterans Resource Center

JOB DESCRIPTION

Job Title: Employment/Training Specialist / Instructor – Sonoma County

Job Summary:

The Employment/Training Specialist / Instructor provides comprehensive case management services to veterans in Sonoma County; identifying barriers that prevent the individual from realizing self-sufficiency and self-fulfillment; developing and implementing Employment Development Plans (EDP's); providing workforce services and placement assistance. Instruction and facilitation of "Winning the Employment Game." This person will be responsible to the NBVRC Site Director and work in concert with her/him to ensure grant and program compliance.

Job Duties:

1. Assess program applicants and determine program eligibility.
2. Complete required program intake, enrollment and other forms; obtain client data and documentation required by funders.
3. Maintain complete, up-to-date files for all clients. Organize according to NBVRC procedures. Include case notes, updated every 90 days that clearly document all pertinent client and staff interactions. Store files in a secure, locked cabinet when not in use.
4. Provides clients with appropriate "Winning the Employment Game" training material to facilitate delivery of WEG services to clients.
5. Assist individual clients to prepare cover letters, target resumes and applications.
6. Train clients in job interview skills and conduct videotaped mock interviews.
7. Create a new client application in the VVC database and input client information. Maintain and update the database file on an ongoing basis. Print out information pages (Client Profile, EDP, Case Notes, etc.) and include in hard copy files.
8. Determine client job readiness through the use of appropriate assessment tools. Develop an Employment Development Plan (EDP) for each client that includes assessed needs, eligibility determination, skills assessment; training & education recommendations; and housing arrangements. Arrange for appropriate training and education based on the EDP.
9. Track and record client progress throughout the program year. Conduct quarterly follow-ups and report on results.
10. Ensure client information and data remain confidential at all times and shared with others only as authorized by law and the client's signed consent.
11. Attend staff meetings and work cooperatively with other agency staff. Work cooperatively with NBVRC partners including EDD, Job Link, the County Veterans Service Office, and the VA.
12. Participate in partnerships and collaborations with other service providers, the business community, and government agencies to enhance supportive services, and

maximize client resources. Promote NBVRC programs and services throughout the county and identify new employment opportunities.

13. Treat all clients with respect and dignity. Maintain positive, cooperative work relationships with co-workers, management staff, and agency partners.

Required Job Skills:

1. Advanced computer skills in the use of equipment and programs including MS Word, MS Excel and databases. Knowledge of internet browsing and WEB search techniques.
2. Excellent organizing and time management skills.
3. Excellent communication skills including: the ability to convey information in a written format that is accurate in grammar, spelling, and punctuation; and the ability to conduct a general assessment of clients to determine their job readiness and motivation.
4. Ability to create and manage client case files; organize and interpret data and information relative to clients and programs; and write clear and concise case notes.
5. Excellent people skills and ability to work in a stressful environment. Ability to work with diverse populations including ex-offenders, homeless and those with physical and mental disabilities and addiction and recovery issues.
6. Ability to organize and deliver effective presentations to groups.
7. Ability to perform job duties effectively and in a positive & supportive manner.
8. Ability to follow grant guidelines and VVC Policies and Procedures.
9. Ability to utilize a personal vehicle to carry out job duties throughout Sonoma County

Qualifications:

Bachelor's degree and a minimum of one-year experience in case management services preferably in employment & training programs. Experience working with individuals with mental and/or physical disabilities; alcohol and other drug addictions; and homelessness. Requires personal and insured vehicle for job use and a clean DMV record. U.S. Military Veteran status desirable.

Offering:

Full time, non-exempt position; Annual salary range: \$38,000 to \$42,000; Comprehensive medical and dental benefits. EOE

To apply, please visit www.vietvets.org and follow the instructions under Job Openings. E-mail copy of the application, cover letter, & resume to clawton@vietvets.org