



## **JOB DESCRIPTION**

### **EMPLOYMENT SPECIALIST Grant Position**

---

#### **SUPERVISION RECEIVED:**

The Jobs Plus Employment Specialist shall work under the direct supervision of the Job Training & Entrepreneurial Program Manager and the indirect supervision of the Vice President of Resident Services.

#### **SUPERVISION EXERCISED:**

None

#### **POSITION CLASSIFICATION:**

Non-Exempt

#### **POSITION SUMMARY:**

This position requires building and fostering private/public partnerships with businesses and organizations to create jobs for Gainesville Housing Authority residents. The Jobs Plus Employment Specialist assists participants in achieving their employment goals in the areas of employment counseling, needs assessment, employment preparation and training, job referrals and/or job placement; and performs related duties as assigned. The Jobs Plus Employment Specialist will support the mission and the vision established by the Authority's Board of Commissioners and CEO.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but this should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

#### **POSITION RESPONSIBILITIES:**

- a. Conduct assessments with Jobs Plus participants to develop individual job readiness and career assessment training plans with participants in order to achieve employment and self-sufficiency.
- b. Provides guidance, advocacy and referrals for employment to resolve and facilitate the participants' transition to economic and family self-sufficiency.
- c. Maintains face to face contact with participants to counsel participant on areas of employment.
- d. Schedules and conduct interviews with Jobs Plus participants.
- e. Work with GHA's staff to ensure understanding of the needs of and appropriate service delivery to residents.

- f. Maintains contact with community agencies for the provision of employment for participants.
- g. Organizes and conducts meetings to inform participants about work readiness opportunities.
- h. Organize job fairs and workshops.
- i. Coordinate and conduct workshops and programs with the focus on employability skills that will help participants achieve self-sufficiency.
- j. Assist with marketing and outreach for the Jobs Plus Initiative to increase awareness, program marketing, and program utilization.
- k. Create reports for job obtainment and retention. Create reports mandated by HUD.
- l. Assists with sharing success stories internally and externally.
- m. Assist in departmental and company events.
- n. Attend appropriate internal and external meetings and events e.g. networking meetings, job fairs, small business expos, etc.
- o. Maintain accurate and confidential individual files and records in a professional context.
- p. Shall perform any other duties as assigned by Management.

**REQUIRED EDUCATION AND EXPERIENCE:**

- An Associate’s Degree and/or three (3) years of progressively responsible training/work readiness/case management experience or three (3) years of building private/public partnerships.
- Prior experience in training, recruiting, office procedures, record keeping, personal computers, typing and customer service.
- Possesses awareness of proper resume formatting and styling.
- Must utilize personal vehicle when assignments require travel between GHA owned/managed sites and must maintain a clean Florida driver’s license and reliable transportation. Mileage will be reimbursed at the posted GSA rate.
- Must understand the role that culture plays in work relationships, operations and dynamics.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Must be able to maintain the confidentiality of program participants.
- Good knowledge of pertinent HUD regulations and public housing management, and comprehensive knowledge of Authority policies and procedures.
- Knowledge of Fair Housing, Equal Opportunity, and nondiscrimination laws and regulations.
- Knowledge of the community, its resources and dynamics applicable to the delivery of

Housing Authority programs in assigned areas of responsibility.

- Skill in understanding, applying, adopting, explaining, and interpreting complex regulations, policies and procedures.
- Experience working simultaneously on multiple projects.
- Proficiency in the operation of a personal computer, printer, photocopier and fax machine. Skilled using Outlook, Word, Excel, and the Internet.
- Ability to demonstrate and maintain harmonious and effective relationships with residents, co-workers, vendors, and the general public.
- Strong communication and customer service skills.
- Must be able to communicate and handle a diverse population of people.

### **COMPETENCIES:**

To perform the job successfully, an individual should demonstrate the following competencies:

- **ETHICS** – Treats people with respect; keeps commitments; inspires the trust of others, works with integrity and ethically; upholds organizational values.
- **PROBLEM SOLVING** – Works well in group problem solving situations; uses reason even when dealing with emotional topics.
- **CUSTOMER SERVICE** – Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to request for service and assistance; meets commitments.
- **INTERPERSONAL SKILLS** – Focuses on solving conflict, not blame; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remain open to others' ideas and tries new things.
- **ORAL COMMUNICATION** – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions, demonstrates group presentation skills; participates in meetings.
- **WRITTEN COMMUNICATION** – Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.
- **TEAM WORK** – Gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interest; supports everyone's efforts to succeed.
- **ORGANIZATIONAL SUPPORT** – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects

diversity.

- **JUDGEMENT** – Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions
- **PROFESSIONALISM** – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- **ADAPTABILITY** – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- **ATTENDANCE/PUNCTUALITY** – Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- **DEPENDABILITY** – Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.
- **INITIATIVE** – Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help when needed.

This position in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date



Equal Opportunity Employer

**Salary Range:       \$40,000 per year**