COASTAL COMMUNITY ACTION PROGRAM
101 E. Market Street
Aberdeen, WA 98520

JOB DESCRIPTION

PROGRAM: Social & Employment Services **TITLE:** FCS Employment Specialist

JOB CLASSIFICATION: FCS Community Support Specialist

SALARY RANGE: $23.78 - $30.17 per hour + Benefits (Medical, Dental, Vision, 401K, and PTO)

DEPARTMENT: Social & Employment Services

IMMEDIATE SUPERVISOR: Employment Services Coordinator

SUMMARY DESCRIPTION: This position carries out community-based case management and "support services" for individuals experiencing employment barriers due to factors including; substance abuse, mental illness and/or chronic physical illness. Staff will be expected to be working with a client or on behalf of a client 80% of the work shift. This is a full-time position located in Aberdeen, Washington.

FUNCTIONAL RESPONSIBILITIES:

1. Completes comprehensive assessments of all households assisted and develop a service plan to address the supports needed to achieve self-sufficiency.
2. Develops job opportunities for participants using marketing and business contact methods.
3. Provide on–site mentoring, job coaching and support services to assist program participants in successful work/volunteer site opportunities.
4. Provides assistance to employers in reference to pre-employment placement and actual employment placement of clients to address employment barriers that assist program participants to achieve and maintain employment.
5. Maintains regular communication with clients, employers, community partners, funders, and management.
6. Performs program orientations to educate and inform applicants of program requirements and responsibilities.
7. Serves as an advocate and provides access and/or resources to services such as financial assistance, legal aid, housing, job placement or education, primary healthcare, mental health and/ or substance abuse treatment.
8. Provides specialized case management services related to identified needs in employment.
9. Completes all required documentation, including but not limited to progress reports, client eligibility, enrollment, tracking and related documentation.
10. Documents all clients' contacts, care and response, maintains records and updated rosters, collects data and prepares reports as mandated by the program procedure within agency standards and timeframes.
11. Attends scheduled interdisciplinary team meetings or clinical supervisory sessions to discuss quality of client care.
12. Assists with Life Skills
13. Maintains monthly paperwork and reporting as required by the contract at all times.
14. Coordinates with staff and other agencies to ensure positive community working relationships
15. Respects clients and co-workers as worthwhile individuals and maintains client confidentiality
16. Participates in other CCAP functions as directed.
17. Other duties as assigned.

PREFERRED QUALIFICATIONS:

1. AA degree or BA/BS degree preferred. A job working in the human services or related field providing employment, will substitute, year for year, for education.
2. Demonstrated ability to provide an encouraging and supportive atmosphere for the participants.
3. Work flexible hours as assigned, able to organize own time for work
4. Excellent written/oral communication, organizational, and time management skills in maintaining accurate client files and financial spreadsheets
5. Experience in mental health, and/or chemical dependency support, preferred, not required.
6. Must have own car, current WA Driver's License and auto insurance for frequent travel throughout the county to meet and transport participants. Clear driving record is required
7. Working knowledge of Microsoft Office Suite software
8. Ability to pass and maintain a back ground check.

LOCATION/WORKING HOURS: Primarily serving Grays Harbor County, with occasional coverage in other neighboring counties. 8:00am to 5:00pm. The majority of time will be daytime work hours with occasional evenings and weekends.

Mon – Fri in the Aberdeen CCAP office.

This position is subject to pre-employment drug testing.

It is the policy of Coastal Community Action Program to assure that no individual be excluded from employment or employment opportunities on the grounds of race, color, age, sex, religion, national origin, marital status, or presence of sensory, mental or physical handicap, or Vietnam era and disabled veterans, or be denied the benefits of any of the agency's employment opportunities or delegate or contracted project agency.