

Employment Opportunity

Position: Rapid Rehousing Employment Specialist

Summary: This position is responsible for preparing participants enrolled in the Rapid Rehousing programs to seek, obtain, and retain employment. This position is also responsible for networking with area businesses and industries to identify appropriate job opportunities near rapid rehousing apartment locations, provide job development and placement strategies, facilitate employment curriculum to provide ongoing support services; and serving as a liaison between the program and the job site.

Reports to: Director of Education & Employment Solutions

Responsibilities: (to be performed with or without reasonable accommodation):

1. Operates within the DuPagePads Core Values, which supports providing care in accordance with the Trauma Informed Policy and Practices of the Agency.
2. Assist with the screening, application, and assessment process for prospective workforce participants; ensuring the participants are fully committed to invest the time and apply the proper priority to program participation.
3. Conduct regular visits in client homes across the county to assist participants with their employment and educational goals.
4. Establish career goals in collaboration with participants and their respective case managers.
5. Provide and facilitate employment workshops and training for job readiness and job retention. Be flexible to provide in-person workshops at locations near participant homes or in virtual formats.
6. Provide accessibility and linkages to community-based education and training programs courses.
7. Network with area business and associations to identify and advocate for appropriate job opportunities for program participants.
8. Develop partnerships with businesses, industries, government and employment agencies to secure appropriate employment opportunities near and around participants' residences.
9. Assist participants to develop feasible transportation plan to and from home residence and employment. Assist participants with childcare needs with linkage to childcare assistance programs to ensure they can maintain employment.
10. Cultivate strong relationships with employers and program participants, identifying specific needs and skills required by specific employers and matching proven talents, abilities, goals and experience of program participants.
11. Motivate and provide on-going support to program participants to help manage and retain employment. Develop career goals with the participant to enhance monthly employment income sources to match the financial needs of their housing.
12. Advocate for increased community education, relationships, and solutions to benefit our population.
13. Prepare and maintain accurate files and reports.
14. Participate in weekly supervision meetings with Employment Director, monthly progress meetings with Client Services Director, and monthly team meetings.
15. Participate in weekly Rapid Rehousing participant staffings to collaborate with Rapid Rehousing team members around participant employment needs.
16. Must occasionally drive to meet participants at potential employment opportunities.
17. Other duties as assigned by supervisor.

Knowledge, Skills, and Abilities:

1. Ability to develop effective relationships with area employers.
2. Excellent engagement skills.
3. Effective written and oral communication skills.
4. Strong organizational skills with attention to detail.
5. Strong interpersonal skills.
6. Ability to work independently and work as part of a team.
7. Computer literacy in Microsoft Word and Excel, database capabilities and online communication.
8. Knowledge of public policies and best practices regarding job creation and employment preparation and retention for hard-to-employ populations.

Qualifications:

1. Bachelor's degree in business, Human Services or related field.
2. Minimum of two years' experience with job development or employment readiness.

Other:

1. Flexible hours will be required, with some weekend availability needed.
2. Willingness to travel the community to engage with participants, staff, and employers.
3. Provide own transportation.

Classification Status: Full-time Non-exempt

To apply, please email cover letter and resume to hr@dupagepads.org, listing "Rapid Rehousing Employment Specialist" in the subject line.