



Position: Employment Specialist
Location: Denver Training Center & Mobile Culinary Classroom
Reports to: Training and Database Manager (TDM)
Supervises: Interns, Volunteers and Students

Position Summary

The Employment Specialist supports Work Options' students to successfully complete the culinary training program, obtain employment, and remain employed by providing individualized barrier reduction services. This position will carry a caseload from the Denver Training Center and the Mobile Culinary Classroom. The Employment Specialist will also teach employability skills in individual and classroom settings, connect students to resources to reduce barriers to success, and assist participants in gaining and maintaining stable employment. Must have reliable transportation.

Responsibilities include, but are not limited to:

- Assist participants in identifying barriers to sustainable employment; provide barrier reduction plan to address these areas as much as possible
- Provide guidance, feedback, and skill learning to participants as they work to complete program requirements, barrier reduction plan goals, and job search
- Maintain an accurate record of services by regularly updating individualized barrier reduction plan notes and other database information weekly
- Provide employment assistance to participants, including resume/cover letter building, online application completion, interview preparation, employer contact, job retention and follow up
- Teach Classes and facilitate New Student Orientation and Applicant Info Sessions
- Provide resource navigation by seeking out resources and networking with service providers; providing referrals and advocacy
- Work in support of the Culinary Training Program and team to help students develop employable skills and professionalism
- Train and supervise interns and volunteers
- Maintain a caseload of 15-30 participants
- Comply with all grant and reporting requirements as directed by the supervisor
- Provide follow-up services to students via phone and in-person to support at least 12 months of job retention
- Other task as directed by the TDM

Preferred Qualifications

- 1-3 years providing direct services for case management, job coaching, employment support to a caseload of 15-30
- Experience working with individuals who face social challenges such as poverty, criminal history, lack of adequate housing, etc.
- Experience working with people in re-entry, living in halfway houses, involved with the criminal justice system
- Personable with the ability to communicate, get along with people of diverse cultures and backgrounds and proven ability to maintain professional demeanor under stress
- Strong organizational and problem solving skills to manage processes and people and develop solutions to problems independently; supervisory or leadership experience helpful
- Excellent nonverbal, oral, and written communication skills
- Ability to model and maintain professionalism; particularly when having difficult conversations, and/ or trained in crisis management
- Significant experience working in job readiness/employment programs
- Experience working with government contracts, such as WIOA and TANF preferred
- Experience working in environments with on-site clientele
- Trained in effective case management practices such as culturally responsive approaches, motivational interviewing, adult skill based learning, trauma informed care, supportive employment, evidence based case planning
- Degree in Social Work or a related field and or relevant lived experience

Send cover letter, resume, and references to employment@workoptions.org

Salary negotiable at \$40-\$45,000 with full benefits that include medical, dental, vision, paid time off, vacation, short and long term disability.