

Employment Specialist Position Description

Atlanta Center for Self Sufficiency, Inc. (ACSS) empowers financially vulnerable individuals in our community to become self-sufficient, sustainably employed and economic contributors to society. Our programs include CareerWorks, a comprehensive job readiness training and job placement program; Veterans Employment and Training Program (CVET), a targeted initiative aimed at helping homeless veterans re-integrate into the workforce; and Career Services @ Westside Works, a neighborhood-based workforce collaborative striving to increase access to job training, education services, and good jobs. ACSS is also a designated LISC Financial Opportunity Center® and offers a range of financial empowerment services that complement our workforce development programs.

Job Title: Employment Specialist	FLSA Status: Exempt
Supervisor: Deputy Director	Direct Reports: None

Position Summary: The Employment Specialist supports ACSS' efforts to prepare individuals to engage in job search activities and obtain employment. Responsibilities include working with customers who are seeking direct employment, coordinating employer recruitment events, and tracking customer progress towards their employment and job retention goals.

Organization-Wide Competencies: To perform the job successfully, an individual should demonstrate the following competencies.

- **Mission Focused-** Carries out the mission by living the values of ACSS.
- **Collaborates Cross-Functionally-** Works effectively with other departments, sharing information and insights to better the organization while working towards common goals.
- **Continuously Transforms-** Exhibits a willingness to learn new things and improve the status quo.
- **Communicates for Impact-** Demonstrates effective communication skills in working with others.
- **Takes Pride in Client's Success-** Expresses a willingness to put clients' success as first priority, taking great pride when clients break the cycle of homelessness.
- **Energized by Challenging Situations-** Individual not only embraces challenges, but is energized by complex tasks.
- **Is a Leader-** Influences others to accomplish the mission in ways consistent with the values of ACSS.
- **Demonstrates Initiative-** Determines what needs to be done and accomplishes these goals and/or objectives with little or no prompting.

Leadership Competencies: To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- **Demonstrates Accountability-** Takes full responsibility for results and takes ownership of all responsibilities and commitments. Delivers results within prescribed time while taking into account quality standards and impact. Operates in compliance with ACSS policies and procedures.
- **Effective Decision Making-** Makes informed and timely decisions and takes responsibility for these decisions. Modifies decisions based on new information. Involves others in the decision making process from all levels when necessary to enhance decision-making.
- **Commitment to Outcome Measurement-** Embraces strong evaluation and reporting processes to demonstrate effectiveness. Identifies ways to refine and improve service delivery.

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Position Responsibilities/Essential Job Functions:

- Maintain awareness of the region's high demand industries and occupations and ensure that ACSS' service delivery model can meet the needs of employers and other partners.
- Deliver a hands-on approach to assisting participants in identifying job opportunities, developing résumés, submitting job applications, and preparing for interviews.
- Facilitate job readiness training to help prepare participants for employment.
- Cultivate and maintain relationships with employers and partners to hire program participants.
- Plan and host regular employer recruitment events and opportunity fairs.
- Maintain active job boards, email listservs, and job leads.
- Conduct outreach at job fairs and other events to recruit participants for ACSS programs.
- Document interactions with participants and employer partners within Salesforce and other agency-approved tracking systems.
- Proactively monitor job attainment, job retention and provide follow-up support as needed.
- Ensure timely data entry and maintenance of accurate program records in accordance with ACSS guidelines and those of our funders.
- Maintain an understanding of ACSS' programs, goals, and key issues.

Essential Skills and Experience:

- Minimum 2 years career counseling, job development, or related experience.
- Excellent organization skills; detail oriented, and adherence to multiple timelines and deadlines.
- Experience using Salesforce.com or comparable CRM system.
- Flexibility in work hours and work location to support agency operations within the community.
- Ability to facilitate training, both classroom-based and virtually. Familiarity with online meeting platforms (Zoom, MS Teams, WebEx, etc.).
- Intermediate knowledge of Microsoft Office software programs.
- Good decision-making skills, honesty, ability to recognize when others need to be involved in activities or decisions.
- Work professionally and effectively in a team environment.

General Expectations:

General sign-off: The employee is expected to adhere to all company policies.

Physical demands and work environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Commitment to Equal Opportunity: ACSS believes that all people are entitled to equal opportunity employment. We follow state and federal laws prohibiting discrimination in hiring and employment. We do not discriminate against employees or applicants on the basis age, race, color, religion, gender identification, disability, sexual orientation, national origin, family composition, or any other characteristic protected by state or federal law. This policy applies to accepting staff, interns, volunteers and individuals served by ACSS.

Salary is commensurate with experience. Health insurance and other benefits are available to employees.

To apply, please email a résumé and cover letter to jobs@atlantacss.org. No phone calls please.