JOB PLACEMENT SPECIALIST

|  |  |
| --- | --- |
| Job Title: **Job Placement Specialist** | Job Code: JPS001 |
| Department: **Job Development** | Job Grade: |
| Revision Date: 1/03/2020 | Fair Labor Standards Act (FLSA): |
| **Open Date: 01/06/2020** | **Close Date: 01/20/2020** |

**REPORTS DIRECTLY TO: Manager of Career Services**

**POSITION SUMMARY:** Under the direction of the Manager of Career Services, the **Job Placement Specialist** provides career services and employment opportunities for agency participants. The Job Development position works closely with all agency program staff, employers, and community partners to ensure that clients receive referrals for employment consideration.

**MINIMUM QUALIFICATIONS:**

* Minimum of an Associate’s Degree; Bachelor’s Degree in Human Resources or related field (preferred),
* At least 2 years of relevant work experience in Job Placement, Education, or Counseling
* Must possess strong communication skills and perform well in a team environment
* Must have reliable transportation
* Must have computer skills
* Must have a cell phone

**GENERAL STATEMENT OF DUTIES:**

In addition to adhering to the guidelines as specified by The Dannon Project Personnel Handbook, duties will include, but are not limited to, the following:

* Provides career services and employment opportunities to enrolled and former participants
* Conducts career interest meetings with participants
* Organizes Career and Job Fairs
* Conducts mock interviews and assist participants with resume preparation
* Collects employment verifications from employers and/or participants (i.e. new hire verification, supervisor’s name, work schedules, shifts, wages, work supports and transportation logistics.);
* Provides support to assist participants with eliminating barriers that can interfere with job retention;
* Work with employers to match their job openings;
* Researches periodic reports of employment opportunities and employment trends in the labor market;
* Responsible for attending new participant orientation and providing an overview of the Job Placement Department;
* Responsible for teaching soft skills training courses as prescribed by each departmental calendar;
* Responsible for preparing and updating Participant Employment Plans (PEP);
* Attends and participates in required training, webinars and staff meetings;
* Prepares written reports on weekly basis of job development and placement activities;
* Provides outreach services as necessary to participants when they appear to disengage from the service.
* Ability to work effectively with minimal supervision;
* Assumes all other duties as assigned by the supervisor

**APPLICATION PROCESS AND DEADLINE**: Completed applications must be received **by 4:00 p.m.** on the **closing date.** Applicants must adhere to the organization’s prescribed interview schedule and must travel at his/her own expense. **A complete application file consists of:**

* A completed and signed TDP employment application
* A signed and dated letter of interest referencing the position
* Complete transcripts from every institution from which any collegiate credit has been earned. Transcripts must include conferred or awarded date (unofficial transcripts will be accepted before deadline; official transcripts must be on file before an offer of employment)
* A resume
* Three **current**, **dated** and **signed** letters of recommendation (no older than one year; no computer generated signatures)

“EMAILED APPLICATION MATERIALS WILL NOT BE ACCEPTED”

Materials may be submitted to:

The Dannon Project

Attn: Human Resources Dept.

2324 5th Avenue North

Birmingham, AL 35203

Phone: (205) 202-4072

Fax: (205) 202-4071

[www.dannonproject.org](http://www.dannonproject.org)

|  |
| --- |
| **DISCLAIMER:** The information provided in this job description has been designed to indicate the general nature and level of work performed by incumbents within this job. This job description is not intended to represent a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other related duties as negotiated to meet the ongoing needs of the Agency. This job description is not an employment agreement or contract. |