



345 West 14th Street
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communityactionhouse.org

Experience a multi-faceted, community-based career where your experience and talents can support and empower local families. Look forward to coming to work each day as an essential part of programs that touch thousands of families each year, tackling hunger, homelessness, and unemployment. This is satisfying and challenging work that makes a real difference in people's lives.

Community Action House is seeking a full-time **Employment Specialist** committed to helping people achieve prosperous, empowered lives. Full-time is 40 hours/week and requires a flexible schedule to meet the needs of agency clientele, including at least one evening night per week and occasional weekend events.

Duties include:

The Employment Specialist will engage current and alumni clientele of the EPIC Empowerment Program, assisting with job coaching, career development, and general case management. The Employment Specialist will work to address barriers to un/underemployment in both individual and group settings on a weekly basis, and includes teaching and facilitation of employment curriculum. The Employment Specialist will also establish and maintain relationships with local employer partners to develop job training, education and employment opportunities for clientele.

Qualifications:

- Bachelor's degree in Social Work or related field preferred
- 1-2 years of experience in employment training preferred
- Minimum of 1-2 years in case management or related work experiences required
- Strong interpersonal skills
- Reliable transportation and driver's license
- Must be able to pass a criminal background screening

Salary:

\$15-16/hour plus competitive benefits including health, dental, short-term disability, simple IRA and mileage reimbursement.

To apply, please send a cover letter and a resume to Jenn Boerman, Associate Director at jdboerman@communityactionhouse.org by June 19, 2018. Applicants must submit a resume and cover letter via email to be considered.

Community Action House is an Equal Opportunity Employer.