



Employment Services Coordinator

Date: 07/2021

Reports to: Employment Services Manager

Classification: Full-time

Department: Early Childhood Services

Status: Exempt

POSITION SUMMARY:

To assist individuals to locate and maintain complete employment that is consistent with their vocational goals. Responsible for the coordination of self-sufficiency services and community partnerships with entities providing employment preparation and placement in Southeast Kansas.

ESSENTIAL FUNCTIONS:

- Develop tools and processes for assessing the employment needs of enrolled participants.
- Assist in the development of a plan for participants to meet 30 hours of qualified activities weekly.
- Coordinate and lead workshops for participants on workforce issues, job development and job search activities.
- Participate in planned, monthly staff conferences to discuss family progress and achievements.
- Participate monthly job club meetings in each county in collaboration with Family Advocates.
- Maintain systems for monitoring and tracking participant's progress.
- Identify needed resources and make referrals as needed.
- Develop effective relationships with DCF, Community Colleges, Workforce Centers, and other institutes that provide education, training, and job search services.
- Provide monthly reports to supervisor.
- Work flexible hours as needed to support staff and enrolled participants.
- Work cooperatively with local community agencies and providers to ensure comprehensive services to meet family employment needs.
- Maintain and assure confidentiality and privacy of SEK-CAP, Inc. customers.
- Submit monthly reports, complete data entry, per assigned due dates, and update as needed.
- Utilize Positive Behavior Support (PBS) strategies to prevent and defuse disruptive behavior.
- Comply with Head Start Performance Standards.
- Respect and support cultural differences and diverse family structures.
- Maintain dependable, punctual attendance and adhere to appropriate break times.
- Attend mandatory In-Service trainings and staff meetings.
- Responsible to report any suspected abuse or neglect to appropriate authority.
- Advocate for SEK-CAP, Inc. in the community.
- Maintain and assure confidentiality and privacy of SEK-CAP, Inc. customers.
- Uphold and promote the core values and mission statement of SEK-CAP, Inc.
- Cross train for all center positions.
- Ability to work unconventional business hours.
- Other duties as assigned.

KNOWLEDGE AND EXPERIENCE:

Essential:

1. Basic computer skills on IBM compatible P.C. systems and software.
2. Basic operation skills of general office equipment such as photocopiers, faxes, and phone systems.
3. Superior interpersonal skills. Ability to get along with diverse personalities. Tactful, mature, and flexible.

4. Ability to meet and deal tactfully with the general public and to communicate effectively and clearly both orally and in writing.
5. Resourceful and well organized.
6. Must be of excellent moral character.
7. Ability to establish and maintain positive, effective working relationships with co-workers, community partners, and customers.
8. Ability to learn and adapt.

Desired:

1. Previous experience working with agencies providing employment support services such as vocational rehabilitation and job training/placement.

EDUCATION AND QUALIFICATIONS:

1. BA/BS in Vocational Rehabilitation, Social Work, Psychology, Sociology, or related field preferred. Or High School diploma or equivalent with a minimum of 2 years' experience in assisting individuals to find and maintain employment.
2. Submit to and pass standard criminal history check.
3. Possess current, valid driver's license and meet agency insurance underwriting guidelines.
4. Submit to and pass standard drug screen test.
5. Successfully complete a physical exam and TB skin test before beginning employment and every three years thereafter, with the exception of a diagnosed medical condition requiring annual exams.
6. Be fully vaccinated for COVID-19 before beginning employment

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

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

1. Use hands to finger, handle, or feel;
2. Reach with hands and arms;
3. Sit or occasionally stand; walk and stoop, kneel, or crouch;
4. Regularly lift and/or move up to 10 pounds;
5. Required vision abilities include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus;
6. Occasional exposure to wet and/or humid conditions;
7. Outside weather conditions;
8. Extreme cold and extreme heat;
9. Noise level is usually quiet to moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT:

“I have presented this job description to the employee and all aspects of the position have been reviewed.”

Supervisor Signature

Date

“I have read this job description and thoroughly discussed the contents with my supervisor.”

Employee Signature

Date

