

Maui Economic Opportunity, Inc.

Job Description



Job Title: Employment Specialist
Department: Community Services- Maui National Dislocated Worker Program
Reports To: Employment Coordinator
FLSA Status: Nonexempt
Prepared Date: September 2023
Updated Date:
Pay Grade: S14

SUMMARY:

Conduct outreach and identify and enroll eligible individuals into the Maui National Dislocated Worker Program. Develop, maintain, and implement individual employment plans. Work with training providers and employers to create opportunities for clients.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Conduct outreach to identify and enroll eligible individuals into the program.
- Interview individuals to determine and verify eligibility, competencies and ability.
- Assist with the completion of application forms and following through on the application process.
- Determine the individual's employment training needs and create an employment plan.
- Enroll in vocational training programs as identified in the employment plan.
- Work with the Employment Coordinator to process eligible individuals through the approved employment agency.
- Connect and place qualified individuals "participants: at various host sites.
- Obtain a signed agreement from the host site prior to placement.
- Conduct orientation to ensure the participant and host site understand expectations.
- Collect participant timesheets from the host site each week.
- Check time sheets for accuracy and completeness and submit to the employment agency to process payroll.
- Conduct regular follow-up with the participants to identify and address barriers to improving skills and obtaining unsubsidized employment.
- Assist with establishing and maintaining collaborative working relationships with the employer community to establish continued career opportunities for participants.
- Refer participants for interviews and follow-up on the outcome. .
- Conduct documented follow-up and referral services with employers and participants to ensure placements are long term and substantive.
- Collect and compile data and complete reports as needed.
- May serve as an interpreter or translator.
- Set up and maintain individual participant files.
- Assemble and post information to various control records and/or reports.
- Maintain a high level of customer service ensuring that client's needs are met.
- May operate a company vehicle for company business.
- Understand, follow and support all safety policies and programs.
- Regular attendance.

NONESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs other duties as assigned.

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SUPERVISORY RESPONSIBILITIES:

- None

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Ability to provide direction and support and hold others accountable.
- Ability to monitor participant hours worked and collect timesheets for weekly payroll.
- Ability to show care and compassion while applying a strict standard of regulations.
- Ability to interview and obtain needed information to assist participants with enrollment and accessing other services.
- General understanding of available community resources.
- Ability to relate to and a desire to understand and help individuals with diverse cultural backgrounds and various social and economic levels and persons with disabilities.
- Excellent interpersonal skills, which includes, written, verbal and listening.
- Cooperative team player and a desire to help others.
- Knowledge and application of proper telephone etiquette.
- Organized, detail and tasks oriented.
- Ability to manage multiple participants at a given time, meet deadlines and prioritize workload.
- Competent typing skills and the ability to use standard office machines.
- Competent computer skills and the ability to input data and upload documents into a reporting database.
- May be required to possess a valid driver's license and clean traffic abstract.
- May be required to pass a Department of Transportation (DOT) physical and comply with the provisions of MEO's Substance Abuse Policy
- Ability to work varied shifts, which may include nights and weekends.

EDUCATION and/or EXPERIENCE:

- Experience in human resources, case management, customer relations or other related education and/or experience.

LANGUAGE SKILLS:

- Ability to read and interpret documents such as individual service plans, contracts and grants.
- Ability to write individual service plans, routine reports and correspondence.
- Ability to speak effectively before groups of clients, co-workers and community resources.
- Bilingual preferred.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measure.

REASONING ABILITY:

- Ability to read and interpret documents such as eligibility requirements.
- Ability to write reports.

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- Ability to speak effectively before groups of clients and co-workers.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid driver's license and access to an insured vehicle.

PHYSICAL DEMANDS:

The physical demands 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. While performing the duties of this job, the employee is:

- Frequently required to sit; use hands to finger, handle, or feel; and talk or hear.
- Occasionally required to stand, walk, and reach with hands and arms.
- Regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is:

- Occasionally exposed to moving mechanical parts, fumes or airborne particles, outside weather conditions, and vibration.
- The noise level in the work environment is usually moderate.