

Employment Specialist

Family Paths, Inc.

Family Paths is a non-profit agency that has provided mental health and family support services to strengthen families and prevent child abuse since 1972. Family Paths offers a fun and supportive team environment, a commitment to training, opportunities for growth, and an excellent benefits package. We are an agency that is actively engaged in multicultural organizational development and respects and values the diversity of the communities we serve and the staff who work here. Family Paths serves all of Alameda County with offices in Oakland and Hayward.

Position Description:

The Employment Specialist is responsible for assisting CalWORKS clients to obtain and maintain employment that is consistent with their vocational goals toward self-sufficiency. The Employment Specialist is an integral member of Family Paths BOOST team, along with the Mental Health, Peer and Substance Abuse Specialists.

This position requires the demonstration and commitment to the agency's mission, vision, and values, including a strong commitment to issues of social justice and culturally and linguistically responsive practices.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Engage CalWORKS clients and establish collaborative relationships toward the goal of employment in their chosen field.
- Conduct job development and job search activities following the Individual Placement & Support (IPS) model.
- Write IPS job support plans with clients and incorporate input from the mental health team.
- Attend all monthly IPS Learning Collaborative meetings. (Due to COVID-19 these meetings are currently virtual)
- Effectively market and represent the BOOST program and its clients in building relationships with prospective employers.
- Work collaboratively with the BOOST team, including regular communication regarding joint clients.
- Monitor and assist clients in maintaining their employment.
- Provides advocacy and support to employers as agreed upon by clients.
- Work cooperatively and effectively with community agencies, service providers, and the public on behalf of the client.
- Travel (Due to COVID-19, all work is done virtually) throughout Alameda County as needed to meet the needs of the clients.
- Maintain an IPS caseload and meets program billing goals as determined by the CalWORKS contract.
- Complete all charting requirements in a timely manner using electronic health records system.

- Attend mandatory team and Agency meetings and trainings.
- Performs other duties and assignments as required

REQUIREMENTS, QUALIFICATIONS, SKILLS & ABILITIES:

- Associate's Degree (AA) or Bachelor's Degree (BA) preferred or 2yrs equivalent
- Experience in the employment services, recruiting, outreach or related field.
- Computer skills preferred: Microsoft Office Suite, ability to use electronic health record system.

Desired Qualifications:

- Strong interpersonal skills and knowledge of the employment market in the East Bay.
- Excellent verbal and written communication skills with the ability to coach and mentor.
- Ability to identify person-centered strengths, needs, abilities and goals.
- Ability to take initiative and work independently towards program goals.
- Experience working with people with complex needs.
- Good organizational and time management skills.
- Ability to address differences and conflicts in a proactive manner.
- Qualities of adaptability and reliability.

Special Requirements:

- Must pass criminal records clearance.
- Requires some driving on agency business so must have access to reliable transportation, maintain a valid CA driver license, current auto insurance and a clean DMV record.

Work Environment:

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Requirements:

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

- Frequently required to be in the community meeting with clients or outreach (by phone and/or in-person).
- Frequently required to be at a computer desk.
- Frequently required to utilize hand and finger dexterity.
- Frequently required to talk or hear.
- The employee must occasionally lift and/or move up to 25 pounds
- Specific vision abilities required by this job include: close vision; (on a computer or reading documents).

COMPENSATION: \$24.77 - \$25.39. Pay rate is commensurate with education and experience and competitive in the non-profit environment.

LOCATION: Oakland

WORKING CONDITIONS: Due to COVID 19, employees are working remotely until further notice, with an option to work in office if appropriate.

EMPLOYEE STATUS: Full Time

WEEKLY HOURS: 37.50 (*Full Time positions are based on a 37.50 work week*)

BENEFITS INCLUDE:

- Group Kaiser and Dental Benefits
- Flexible Spending Accounts
- PTO plan starting at 4 weeks (progressive to 6 weeks at 5 years)
- 12 paid Holidays, 2 Float Holidays
- 5 days of paid Educational Leave + professional development allowance
- 401K Retirement Plan, Commuter Benefits Plan, 529 Education Savings Plan, Long Term Disability Insurance, Voluntary Long-Term Care Insurance, Voluntary Aflac Benefits

TO APPLY: Send your resume and **cover letter** to Lorraine Allen. **Resumes without cover letters will not be reviewed.**

Email: lallen@familypaths.org

Fax: 510-893-2074

Website: www.familypaths.org