

Job Description

Job Title: Employment Specialist

Job Code: 905216

Job Family: Public Safety

Pay Grade: JC.14.14

FLSA: Non-exempt

EEO: Para-professional

Department/Agency: Countywide

Position Number(s): Multiple

Recommended Position Title(s):

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

Essential Duties:

- Assist clients in obtaining acceptable employment by providing needed resources; facilitates Job Readiness Training; supervises clients and reports information to case managers.
- Collects data and inputs into assigned computer programs; creates, updates, and monitors files and provides information to stakeholders.
- Arranges or provides transportation to clients; introduces employment resources to clients and families; explains program expectations; meets with clients, family members, providers, school employees or employment specialists to ensure compliance and monitor progress/success; conducts work, home, or school visits; testifies in court and provides written documentation.
- Researches new employers; tours work locations; assists clients in completing applications, preparing for interviews, and following up with potential employers; follows up on employment placements and advocates on behalf of client.
- Establishes and acts as a liaison with employment providers and community resources; serves on community-based committees; attends community events and seeks/completes speaking engagements.

Supervisory Responsibilities:

- Yes No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

Job Description

Minimum Job Requirements:

Associate's degree in Criminal Justice or related field; two (2) years' criminal justice or related experience; successfully pass a criminal history check; and possess a valid driver's license with an acceptable driving record.

Applicant must submit to and pass a pre-employment, post-offer drug screen prior to employment.

Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

Preferred Job Requirements:

Bachelor's degree in Criminal Justice or related field.

Education/Experience Substitutions:

Yes No Experience may be substituted for degree.

Yes No Education may be substituted for experience.

Physical, Environmental, and Special Working Conditions:

Weather essential Department and County job.