

**POSITION ANNOUNCEMENT**

**TITLE:** Employment Specialist

**LOCATION:** Cleveland, OH – MCCBCF

**STATUS/CLASSIFICATION:** Full Time/Hourly

**SCHEDULE:** Mon-Fri, 8a-4p

**RESPONSIBILITIES:** Responsible for employer contact, job solicitation, and monitoring employment resources.

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**Essential functions of this job include, but are not limited to:**

Establishes and identifies a community network of employers willing to hire Oriana House, Inc., clients.

Maintains positive and professional communication with established employer contacts and acts as a liaison between employers, clients, and Agency employees.

Researches and implements new methods for increasing employment contacts.

Develops and maintains positive working relationships with private and public agencies and faith-based organizations to identify employment resources.

Actively researches, locates, and meets with potential employers in the community.

Compiles job bank directory based upon current needs and communicates this information to staff and clients in an effective and timely manner.

Updates master employer listing monthly to ensure up-to-date information is available for employment staff.

Maintains frequent and effective contact with welfare agencies, chamber of commerce, ODJFS, Job Center, and other civic groups to keep abreast of employment opportunities in the community.

Surveys internet, newspapers, and other sources to locate employment opportunities for clients.

Performs employment/ assessments. Determines suitability and readiness of employment based on findings. Communicates information to Caseworkers and referring agencies in a timely manner as needed.

Delivers Cognitive-Behavioral Interventions for Offenders Seeking Employment (CBI-EMP) to clients in an accurate and effective manner.

Verifies employment and maintains accurate client records as needed.

Assess the Agency and community need for employment. Researches and develops potential programming for clients.

Consults with Academic and Employment Coordinator to identify need for new programs or modify existing employment/vocational programming.

Assists Academic and Employment Coordinator in training department employees in areas related to employment. Helps identify training needs. Assists with conducting trainings.

Assists Academic and Employment Coordinator with continuous quality improvement of employment programming including, but not limited to: observing employment readiness, employment aftercare, and individual sessions. Audits employment documentation and provides feedback on findings.

Assists the Academic and Employment Coordinator with developing and implementing employment strategic plan.

***For Federal Facilities:***

Verifies employment, job searches, interviews, and work schedules in a timely manner. Maintains accurate client records.

Completes on-site and telephonic job checks for federal clients in an accurate and timely manner.

Meets with federal clients and updates their IPPs on weekly basis.

Prepares and sends bi-weekly employment updates to the Residential Reentry Manager (RRM).

Maintains accurate and current knowledge of the Statement of Work (SOW).

Communicates with federal clients on Electronic Monitoring and enters their employment movements in the R3M system in an accurate and timely manner.

Completes and delivers incident reports on the appropriate forms as needed and in an accurate and timely manner.

Regularly communicates with the RRM regarding, but not limited to: employment waivers and special circumstances employment approvals.

Prepares federal employment statistics in accordance with the SOW in an accurate and timely manner.

Opens and closes files in an accurate, timely, and organized manner.

Prepares and provides federal clients' employment files during audits and/or as needed and directed. Ensures accuracy and completeness.

Maintains the recommended federal employment rate and provides the current employment rate during federal audits or as needed and directed.

Maintains current and accurate knowledge of the Federal Bonding Program to provide to potential employers.

Maintains up to date federal clearance.

Maintains security of bus passes to prevent theft and/or loss. Provides bus passes to clients. Maintains an accurate and current bus pass log.

## **COMMUNICATION AND INTERPERSONAL SKILLS**

Facilitates and maintains productive communication while maintaining a professional, prosocial relationship with clients and employees.

Maintains appropriate boundaries with clients and employees as outlined in Agency Code of Ethics and other policies.

Expresses empathy regarding client situations as appropriate.

Recognizes antisocial thinking and behaviors. Addresses them immediately, positively, and in a non-threatening manner.

Acknowledges clients' prosocial behaviors and generates a reward report if warranted.

De-escalates potentially volatile situations between clients when necessary utilizing cognitive-based intervention strategies.

Effectively communicates pertinent information at shift change to co-workers and/or program management staff (i.e., client hospitalizations, suicide watches, federal incident reports, AWOL /escaped clients, unknown whereabouts).

Maintains telephone coverage during hours on duty. Answers calls courteously and professionally, directs calls appropriately, and takes accurate messages as necessary.

Interacts professionally with employees, visitors, guests, law enforcement, court, and safety personnel.

### **MODELING SKILLS**

Speaks positively about the program, Agency, and employees.

Speaks positively about programming, law enforcement, courts, and the law in general.

Displays prosocial thinking and prosocial behavior.

Demonstrates respect toward employees and clients.

### **KNOWLEDGE**

Assists clients in role playing difficult situations to achieve a more positive result.

Assists clients in efforts to problem solve.

### **OTHER**

Ensures clients' rights are upheld. Maintains client and staff confidentiality according to Agency policies and procedures; state law; and federal regulations to include Confidentiality on Alcohol and Drug Abuse Patients Records, 42 C.F.R. Part 2 and the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), 45 C.F.R. Parts 160 and 164.

Complies with all Agency security standards, including procedures and electronic equipment/devices.

Obtains required training hours on an annual basis.

Attends staff meetings and required training sessions.

This job description in no way states or implies that these are the only duties to be performed by this employee. He/she will be required to follow any other instructions and to perform any other duties requested by his/her supervisor.

Regular work schedule of 40 hours per week.

**STRENGTH RATING/**

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; stoop, kneel, crouch, or crawl; and talk and hear. The employee is frequently required to stand, walk, sit, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK**

**ENVIRONMENT:** While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

**QUALIFICATIONS:** Bachelor's degree in Business Administration, Vocational Rehabilitation, Education or related field required. Employment placement experience preferred. Must possess a valid Ohio driver's license and a driving record that does not preclude the employee from being covered by Agency liability insurance. Must have the ability to effectively work with Agency employees, outside contacts, and a diverse client population.

**STARTING RATE:** \$16.00 per hour

**CONTACT:** Rickki Lovejoy, Recruitment Specialist

**Employees of Oriana, House, Inc.,** should email a letter of interest to [RickkiLLovejoy@orianahouse.org](mailto:RickkiLLovejoy@orianahouse.org). Please refer to the Operations Manual (Recruitment Procedures and Position Announcements, 3003) regarding the complete requirements for letters of interest. Please be aware, if the employee does not meet the requirements, a supervisor may choose not to interview him/her.

**Outside Applicants can:**

1. E-mail a resume to [RickkiLLovejoy@orianahouse.org](mailto:RickkiLLovejoy@orianahouse.org). OR
2. Fax a resume to: (216) 999-7492, attention Human Resources Department;

**DEADLINE: Monday, November 29<sup>th</sup> 2021, 5:00pm**

*Oriana House Recruiters may reach out to applicants via text messaging*

*Oriana House, Inc., is an Equal Opportunity Employer and Drug Free Workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.*