



## JOB POSTING

<b>JOB TITLE:</b>	Employment Specialist		
<b>PROJECT:</b>	Agency for New Americans		
<b>STATUS/HOURS:</b>	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time	<u>40</u> Hours per week	<u>100%</u> FTE
<b>FLSA STATUS:</b>	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt		
<b>PAY:</b>	\$12.50 per hour		
<b>REPORTS TO:</b>	Employment Coordinator		
<b>POSTING DATES:</b>	January 24 thru February 7, 2012		

**SUMMARY:**

To provide employment services and facilitate the entry of refugees into the workplace promoting early self-sufficiency through earned income. This position within Agency for New Americans is supervised by the Employment Coordinator and the Director.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Conduct Employment Assessment Plan with each employable adult to assess skills, experience, etc.
- Strategize with each family on achieving economic independence;
- Monitor Family Self Sufficiency Plan and update goals towards self-sufficiency and employment;
- Develop a network and actively seek new employment opportunities for refugees;
- Connect eligible clients with training and education opportunities that will better prepare them for the workplace;
- Obtain all work and termination verifications from employers;
- Follow-up multiple times with employers and clients after job start to ensure retention;
- Provide support services to employers if necessary to enable the refugee to retain job;
- Complete 90-day retention reports;
- Maintain complete and accurate case files for all refugees enrolled in employment services;
- Conduct intakes with clients wanting to enter the extended employment/job upgrade services to assess needs;
- Work with clients enrolled in extended or job upgrade services;

**QUALIFICATION REQUIREMENTS:**

- Ability to take initiative and work independently while maintaining a team orientation toward the provision of services;
- Multicultural work or volunteer experience, preferably with refugee populations;
- 2 Years of experience in a health and human services field;
- Ability to teach and motivate individuals toward actions;
- Ability to interpret and follow applicable rules and guidelines, and attention to detail;
- Access to reliable transportation for self and refugees, able to provide proof of State required liability insurance and ability to pass a driving background check;
- Knowledge of local community resources and employment opportunities;
- Understanding of barriers to employment that refugees face

- This position requires someone who can effectively promote refugees as members of the workforce and convince employers to hire refugees in a difficult economy. Sales or marketing experience is a plus;
- Bilingual skills preferred, especially in the following languages: Arabic, Karen, Somali, Swahili, French, or Nepali

**EDUCATION:**

- Bachelor's degree in Marketing, Business, Multicultural studies or related field;

**CERTIFICATES, LICENSES, REGISTRATIONS:**

N/A

**WORKING CONDITIONS:**

Works in a general office environment and at various community locations.

**PHYSICAL REQUIREMENTS:**

Some repetitive tasks such as computer keyboard usage, etc., occasionally carrying presentation materials (up to 25 pounds), some driving required.

**TO APPLY:**

Complete the Mountain States Group Employment Application (attached) or available at [www.mtnstatesgroup.org](http://www.mtnstatesgroup.org) and send with your resume to [info@mtstatesgroup.org](mailto:info@mtstatesgroup.org). Or fax to 208.331.0267 or mail or deliver to 1607 W Jefferson St., Boise, ID 83702.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of this job. Mountain States Group is an Affirmative Action / Equal Employment Opportunity Employer*