

## **Job Description – Employment Specialist**

### **Position Summary:**

Exodus is seeking a full time Employment Specialist to connect employable clients (including refugees, asylees, victims of human trafficking) with jobs leading to self-sufficiency. The Employment Specialist educates clients on American workplace attitudes, practices, and expectations; assesses individual skill and employment history; maps out client employability plans; provides job placement services; and provides support to clients as they navigate the American workplace and job seeking process.

### **Responsibilities:**

- Secures job placements for employable Exodus clients.
- Maintains up-to-date information on client caseload, makes referrals, and connects to appropriate employment opportunities.
- Provides clients with general orientation regarding the customs, expectations, and attitudes of the American workplace.
- Educates clients regarding specific workplace issues such as hygiene, presentation, punctuality, time management, direct communication style, body language, and sexual harassment in the workplace.
- Ensures clients understand any health and safety concerns on the job, benefits offered, sick leave, and other employment policies.
- Assists clients with understanding cultural differences that may impact job performance in the United States.
- Provides assessment of clients' work history and assists in seeking appropriate employment accordingly.
- Maps out employability plans for clients.
- When necessary, determines further skill enhancement needs and participates in skill enhancement when possible, otherwise recommends appropriate course of action for further skill development through available avenues.
- Educates clients in filling out job applications and helps prepare resumes and cover letters when necessary.
- Helps clients develop interviewing skills through role playing.
- Arranges and attends job interviews with clients.
- When possible, offers translation/interpretation for the client while completing hiring paperwork and during their job training/orientation.
- Assists with transportation trainings as needed, as well as coordination of initial transportation to and from employment for clients.
- Secures interpreters to assist with non-English speaking clients throughout the job search process.
- Maintains regular communication with employers and assists with any challenges that arise.
- Provides ongoing monitoring of the performance and job-related skills of the client, identifying both strengths and barriers to maintaining employment.
- Works with the Employment Team to educate new employers in order to increase the hiring of refugees.

- Assist clients with applying for unemployment benefits if applicable.
- Prepares reports and records as required.
- Documents all services provided in client casenotes.
- Coordinates with other Exodus program staff in regards to client needs that arise throughout the employment seeking process and identifies appropriate referrals.

**Position Qualifications:**

- Must have a bachelor's degree or equivalent experience, preferably in Human Services.
- Preferably have a minimum of two years of experience in a related field.
- Must be comfortable and able to communicate effectively with clients of diverse cultural and language backgrounds.
- Must be a self-starter with a high level of organizational skill, flexibility, and commitment to serving refugees and other immigrants of humanitarian concern.
- Must be able to function as part of a team.
- Must have PC proficiency, with competency in Microsoft Office applications.

Compensation starting at \$17/hour with competitive benefits package available. Applicants will be accepted until position is filled.

**Please email your cover letter and resume to Kari Moore at [kmoore@exodusrefugee.org](mailto:kmoore@exodusrefugee.org).**