



Employment Specialist

Pay Range \$39,187.20 - \$53,185.60 annually*

(Consideration for training/experience as permitted by Civil Service Law)

*(Enhanced wage and benefits package effective 9/11/2022)

Summary of Job Duties and Preferred Skills and Abilities

The candidate filling this position will assess family and individuals to determine their employment situation. They will match individuals with employer job postings based on employment assessments. This candidate will determine eligibility and make referrals and placement for appropriate training programs and services. Also seeks to resolve any barriers to employment they may be experiencing (e.g., transportation, day care). Works with recipients of unemployment benefits by providing Reemployment Services and Eligibility Assessment (RESEA) services to assist in their return to the workforce.

Responsibilities also include participation in events requiring public speaking; proficiency with all available means of communication, including interactive media; determine eligibility for emergency and relevant supportive services; information and referral for internal and external services; and to provide employer services including recruiting, screening, retention, and working with external partners.

Preferred Education, Experience, Knowledge, Skills, and Abilities

- Knowledge of human resources management (recruiting/labor laws), adult education, career counseling
- Customer service including case management experience
- Strong verbal and written communication skills, including experience in public speaking and interviewing
- Resume development
- Excellent computer skills (MS Office) with desire to learn new programs
- Highly organized
- Keen attention to detail to ensure accuracy in all work products and performance
- Ability to independently prioritize and multi-task duties
- Action oriented, adaptable, and innovative
- Exceptional interpersonal skills; emotionally intelligent, empathic, sense of humor
- Creative critical thinker; able to harness, crystalize and activate big ideas

Minimum Civil Service Qualifications

- ✓ Completion of coursework, undergraduate or technical education in business-HR, communication, education, or related field.
- ✓ **Or** Experience interviewing and keyboarding, plus 3 years relevant work experience.

Candidates must document training, experience, and education to demonstrate meeting each qualification.

In addition to the oral interview, skill-based assessments may be part of the interview-selection process.

Employment applications and benefit information are available at mcjfs.com

THE EMPLOYMENT APPLICATION, A COVER LETTER OF INTEREST AND RESUME ARE REQUIRED.

**Marion County Job & Family Services
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