



JOB DESCRIPTION

1. JOB TITLE PLACEMENT SPECIALIST (ONE FULL TIME POSITION AND 2 PART TIME POSITIONS)

2. AREA(S) of RESPONSIBILITY

Works closely with the Retail Training Program at Goodwill and area employers to secure and maintain both internships and job placements for participants.

3. ESSENTIAL JOB FUNCTIONS

Essential Functions

Develops relationships with area retail employers to secure internships and job placements for students in the retail training program.

Works with retail instructor and students to make appropriate matches for internships and job placements in the community.

Performs job coaching with interns and placed students to ensure that they are able to maintain internships and handles any difficulties that arise in a timely manner and with communication to all stakeholders.

Maintains accurate and up to date case files and attends staffing meetings with the funding source. Confidentiality of all case files is maintained at all times.

Operates an effective placement program. Maintains an active employer contact base. Matches employer needs to student skills and vice-versa.

Performance Indicators

Feedback from area employers and the number different employers utilizing the internships and job placement services.

Feedback on satisfaction with interns and employees from area employers and the number of job placements.

Feedback from employers and the number of job placements in the community. Satisfaction from all stakeholders.

Accurate and up to date case files and evidence of staffing held in the appropriate time frames.

The number of successful placements.

4. SUPERVISION RECEIVED: Director of Workforce Development

5. SUPERVISION: Direct supervision of interns and placed clients

6. QUALIFICATIONS/BASIC JOB REQUIREMENTS

Background and Special Skills Required

Knowledge of the retail industry is required. A bachelor's degree in vocational rehabilitation is desired. Experience in lieu of formal education will be considered. Superior verbal and written communication skills are required. Familiarity with human services programs and procedures is necessary, as well as the operation of cash registers and retail equipment.

Other Necessary Skills and Knowledge

Will exhibit empathy for persons with disabilities and creativity in engaging students and finding employment solutions. Good oral and written communication skills. Good organizational skills. Ability to present new information to diverse group of individuals and ensure understanding at all levels. An ability to work with employers and effectively assess participants and job duties to make appropriate internships and job placements.

Sensory and Physical Requirements

Ability to efficiently and effectively perform all functions of the job. Ability to, effectively and efficiently, observe a client's challenges with employment, listen to his or her questions, and suggest solutions. Ability to stand for extended periods of time.

7. CHARACTERISTIC FUNCTIONS

Communicate the program and employment needs to area employers and develop relationships.
Perform assessment and make appropriate employment matches with employers and clients.
Maintain case files.
Track progress and handle employment challenges quickly and effectively.
Perform staffing meetings and effectively communicate needs of employers and clients.

8. PRINCIPAL CHALLENGES

The position answers to multiple stakeholders; the participants, funding sources, employers and other community representatives, and the agency. Participants may be difficult to serve. In addition, this is a grant-funded position, so the term of the position will be 15 months.

9. ENVIRONMENT

The work is performed in both a classroom environment and in a retail environment and involves visiting funders and employers.

10. DISCLAIMER

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. The employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by the employee's supervisor.

Requirements are representative of the minimum levels of knowledge, skills, and/or abilities to perform this job successfully. The incumbent will possess the abilities or aptitude to perform each duty proficiently.

All requirements are subject to possible modification to reasonably accommodate persons with disabilities. Some requirements may exclude individuals who represent a direct threat or significant risk to the health and safety of themselves or other employees.

This document does not create an employment contract, implied or otherwise. The employment relationship is at will.