

W.E. UPJOHN INSTITUTE FOR EMPLOYMENT RESEARCH

JOB DESCRIPTION

JOB TITLE: Employment Specialist, AEP, Calhoun County

SUMMARY OF JOB: Provides case management services for program recipients. The Employment Specialist is responsible for assisting participants in learning both soft and hard employment skills. Responsible for case files, ensuring file maintenance is completed in a timely and accurate manner. Provides assistance to participants regarding job search activities, employment and community service placement, and training opportunities. Assists in the coordination of services with Michigan Rehabilitation Services (MRS), Workforce Investment Opportunity Act (WIOA) programs, Department of Health and Human Services (DHHS), and other community partners as appropriate. Provides employment counseling and workshop activities to participants as needed.

NATURE OF DUTIES PERFORMED:

1. Provides intensive case management services to program participants.
2. Responsible for completing and maintaining documentation in compliance with federal, state and local policy.
3. Provides job readiness classroom and workshop training activities.
4. Coordinates with DHHS staff and other community partners as appropriate to meet participant needs.
5. Keeps management and other staff informed regarding participant progress and status as appropriate.
6. Conducts follow-up employment calls as needed.
7. Assists in the coordination of services with other Michigan Works! service providers.
8. Provides assistance in job search leads and retention tracking.
9. Seeks out additional training, community service and employment opportunities to meet participant needs.
10. Meets deadlines identified by management, as well as federal, state and local policy.
11. Responsible for paper and electronic file maintenance.
12. Performs other duties as assigned.

REPORTING RESPONSIBILITIES: This position reports to the LEAD AEP Specialist for Calhoun/Branch.

**EDUCATION
& EXPERIENCE:**

Associate's degree or at least 1 year experience working within employment related field. Bachelor's degree preferred. Experience in case management, file management, and employment placement is preferred. Bi-lingual (English/Spanish) preferred. Excellent interpersonal and communication skills required. Demonstrated ability to organize, manage time, prioritize, and maintain confidentiality

Application Instructions

Please email resume and letter of interest to hr@upjohn.org