

ATLANTIC COUNTY GOVERNMENT

JOB ANNOUNCEMENT

PLEASE POST

Posting Date: 12/29/17

Closing Date: 01/19/18

TITLE: Employment Specialist

SALARY: \$30,650

Hours: 40 ___ 35 X

DEPARTMENT: Administrator/Workforce Development

Union: X Mgmt ___

LOCATION: Pleasantville

NJCSC Test Required: Yes X No ___

Grant Funded: Yes X No ___

DEFINITION

Under supervision, assesses the education and training needs of participants and assists in their motivation; provides and/or makes referrals to appropriate work experience and training services, as a means of improving the employability of participants assigned to work experience and training projects; does related work as required.

NOTE: The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

NOTE: Appointments may be made to positions requiring bilingual skills.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree.

NOTE: Applicants who do not meet the above educational requirement may substitute additional work experience as described below on a year-for-year basis.

EXPERIENCE:

One (1) year of experience in assessing education and training needs and providing referrals for work experience and training services or in providing manpower development and training, job placement, education or vocational counseling, or a combination thereof.

NOTE: Possession of a Master's degree in Psychology, Education, Counseling, Social Work, or related fields may be substituted for the one (1) year of work experience.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

EXAMPLES OF WORK:

Participates with other staff in the development of individual employability plans.

Assigns individuals to appropriate phases of the work experience and training program after reviewing educational records, employment histories, and other related information.

Maintains follow up with project participants, instructors, work experience unit sponsors, and others furnishing services, to evaluate progress.

Counsels project participants on matters relating to training, work habits, motivation, and relations with instructors or employers.

Follows up on placements for on-the-job training to monitor progress of participants.

Evaluates participants' progress toward employability.

Assists in promoting sponsorship of work experience units by public, nonprofit, and private employers.

Maintains the essential records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

KNOWLEDGE AND ABILITIES:

Knowledge of the social and economic problems involved, to secure the employment unemployed persons.

Knowledge of the types of community resources ordinarily available to increase employability.

Knowledge of the methods used to gather and evaluate information.

Ability to establish and maintain effective working relationships with other staff members, project participants, and sponsors.

Ability to communicate effectively both orally and in writing.

Ability to maintain the essential records and files.

Ability to prepare clear, sound, accurate, and informative reports and correspondence containing findings, conclusions, and recommendations.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

**Interested, qualified applicants should apply online at www.aclink.org
Alternatively, applications may be mailed to the
Atlantic County Division of Human Resources
1333 Atlantic Avenue, Atlantic City, NJ 08401
- We are an Equal Opportunity Employer -**