



## Position Description

**Must be a resident of Marion County, Indiana**

Position Title: Specialist – Employment	Department: Human Resources
Supervisor’s Title: Director – Human Resources	FLSA Status: Non - Exempt

### POSITION PURPOSE

The Specialist – Employment is responsible for aiding and assisting individuals who are seeking employment. They work closely with clients to identify and overcome barriers to employment, develop job search and vocational skills, and secure suitable job opportunities.

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

To be successful in this role, an individual must be able to perform the functions listed below satisfactorily. The Township will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- Assist clients in developing employment search strategies and techniques
- Identify barriers to employment and develop plans to overcome them
- Provide guidance and support to clients during the job search process
- Assist clients in the development of job search materials (e.g., resumes, cover letters)
- Conduct mock interviews with clients to prepare them for the job interview process
- Organize and facilitate job search and vocational skills workshops, fairs and training sessions
- Collaborate with employers to develop job opportunities for clients
- Monitor clients’ progress and adjust plans as necessary
- Work in conjunction with Township Assistance department to upskill client referrals

### SUPERVISORY RESPONSIBILITIES

This position has no direct reports.

### EDUCATION AND/OR EXPERIENCE

To perform this job successfully, an individual must have the following education and/or experience:

- Extensive experience or degree in human resources, psychology, business, or a related field
- Previous experience in career counseling or employment coaching
- Current certification in career coaching or ability to obtain certification(s) within six months

## **KNOWLEDGE, SKILLS, AND ABILITIES**

The requirements listed below represent the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. The Township will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- Strong communication and interpersonal skills
- Ability to work independently and as part of a team
- Experience with job search and vocational skills training
- Familiarity with local labor market trends and job search resources
- Ability to complete documentation and maintain accurate records
- Process a high level of detail orientation and organizational skills
- Knowledge of local and national job markets
- Strong network of industry contacts and employers
- Experience organizing and conducting workshops or seminars
- Proficiency in career counseling techniques and tools
- Ability to build rapport with a diverse range of clients
- Knowledge of job search strategies and resume building
- Proficiency with technology and digital platforms

## **PHYSICAL DEMANDS**

The physical demands described here represent those an individual must meet to perform the essential functions of this job successfully. The Township will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- Ability to stand and sit for extended periods of time.
- Ability to kneel/bend and lift up to 25 pounds and occasionally up to 100 pounds.
- Strong sensory skills include good hearing, dexterity, feeling, and good eyesight
- The noise level in the work environment is moderate to high
- Maintains personal/professional competency and works to create an environment of courtesy, respect, dignity, enthusiasm, and a positive attitude in all interactions both internal and external to the organization.