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| C:\Users\tim.young\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\40D47DFC.tmp **MISSION***To provide affordable quality health care for our community.* | **JOB DESCRIPTION****Position: Employment Assistant** Reports to: Housing Manager Revised: October 2019Department: Housing  FLSA: Non-Exempt |

**Job Purpose*:***

To assist the Employment Specialist with providing direct employment services to unemployed and underemployed persons living with HIV/AIDS by establishing relationships with clients and assisting with their needs.  Responsibilities will also include office support and administrative duties by supporting upper management as requested.

**Essential job function include, but not limited to:**

* Establish relationships with clients, and schedule and coordinate services for them.
* Conduct interviews with clients to determine plan for employment.
* Conduct a skills and training needs assessment.
* Assist in creating an employment plan based on the client’s employment goals.
* Assist clients in developing a personalized and professional resume.
* Prepare clients for the job search process.
* Attend and participate in team meetings with the counselor and assist with caseload management activities.
* Contact employers to inquire and follow up on job openings and placements for clients and monitor client progress in job placements and throughout the rehabilitation process.
* Prepare clients for the interview and hiring process including mock interviews.
* Develop and maintain relationships with employers to sustain job banks of potential job openings for client placement.
* Performs related duties as assigned.

**Required Education*:***

A Bachelor’s degree in Rehabilitation Counseling/Psychology and/or Disability Services.

**Skill, Licensure and Knowledge Requirements:**

Ability to Work with Diverse Populations, File Management and Organization, Excellent Verbal and Written Communication, Data Entry, Attention to Detail, Confidentiality, Thoroughness, Experience with Microsoft Word and Excel.

**Physical Demands:**

Handles a multitude of tasks simultaneously and communicates with staff in verbal and written form.

This job description includes the major duties and responsibilities of the job. I understand that it is not inclusive of every task inherent of the job.  In addition, I understand that it may occasionally require assignment of tasks not specifically covered in this job description. I understand that I will comply with reasonable requests from my supervisor.

I have read and understand the requirements to fulfill the responsibilities associated with this job description.  I agree to abide by all the duties and responsibilities for the job including and reasonable request from my supervisor. I also understand that I will be evaluated based on these job specific performance standards.

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Employee Name Employee Signature Date