PROJECT PLACE – JOB DESCRIPTION

Job Title: Employment Retention Specialist
Reports to: Employment & Retention Services Manager
FLSA Status: Exempt

Responsibilities:
The Employment Retention Specialist will be responsible for assisting Project Place clients in securing and retaining permanent employment through career coaching, guided job search, referrals to employer partners, leads for CORI-friendly employment opportunities, and the co-facilitation of virtual and on-site job fairs. The individual will also be tasked with tracking data points around initial employment, re-employment and employment retention.

Specific duties of the Employment Specialist include:

- Facilitate guided job search, employment lab and workshops.
- Assess individuals' skills and barriers to employment to match clients with career opportunities.
- Act as a liaison between employers and case managers to address the ongoing needs of individuals who have secured employment in support of retention.
- Obtain employment verification information from clients including but not limited to offer letter, paystubs, hourly rate, benefits information etc.
- Conduct regular meetings to obtain and track client's employment retention.
- Assist clients with financial planning including managing government assistance with earned income.
- Conduct post-programming retention surveys to gather information on graduates' employment experience.
- Maintain and regularly update employment retention outcomes utilizing agency database and other data tools.
- Collaborate with the program team to incorporate employer feedback, hiring trends, and workplace norms in classroom based training curriculum.
- Other tasks as assigned by the Executive Director or designee.

Qualifications

- Experience with recruitment, hiring, and job-search best practices.
- Experience teaching computer skills and working to support individuals seeking employment.
- Proficiency with computers and ability to utilize data to inform decision making.
- Data-driven individual who is excited to learn about industries of growth across the Commonwealth of Massachusetts.
- Strong familiarity with supporting individuals experiencing homelessness, returning to the community from incarceration, and experiencing substance use disorders.

Competences:

- Communication: Able to relay ideas clearly and effectively through writing, speaking, and presentations; shares appropriate information to keep people informed; is seen as approachable

- Teamwork: Values the opinions of others; assists others when needed; participates effectively as a member of a team; balances personal contributions and needs with those of other members of the team to achieve common objectives

- Problem Solving: Analyzes problems to identify probable causes; thinks of new possibilities; identifies critical issues and develops options for addressing them; is able to incorporate other viewpoints as part of developing solutions

Working Conditions/Physical Demands

- Typical office environment
- Ability to work onsite at Project Place daily with the potential for assigned remote workdays dependent on department needs.
- Flexibility to work some evenings and weekends as needed
- Ability to use public transit and agency-provided ride share service to travel to community partner locations
- Frequent sitting
- Ability to lift and carry up to 25 lbs. occasionally
- Ability to use a computer
- Ability to reach, grasp, and walk frequently
- This role requires communicating with others frequently