



JOB DESCRIPTION

Employment Specialist

FLSA Status: Exempt

Reports to: Manager of Employment

Supervises: None

Travel: Less than 10 days a year

Department: Employment Services

EEO Job Category: Office and Clerical

QUALIFICATIONS:

Associate's or Bachelor's Degree helpful. Excellent communication skills are a must. Multilingual skills is a plus. Should be thoroughly experienced in job development. Needs to be knowledgeable of industry in Oneida, Herkimer, and surrounding areas.

POSITION PURPOSE: Assists the refugee with follow up employability plans, administration of refugee disability, workers' compensation and unemployment claims and general clerical assistance to the Employment Department.

Primary Functions

Interview new clients for background information.

Take clients for job interviews.

Enter data online into BIN system for all clients.

Send 5-day and 90-day letters to employers for confirmation of client employment.

Ensure all employment confirmation letters are signed and returned for contract requirements.

Help with client employment paperwork.

File unemployment claims for clients through the phone registry system.

Assist clients with disability insurance claims and workers compensation claims.

OTHER FUNCTIONS:

- Ensures programs are administered in accordance with federal and state regulations and in compliance with contract/funding requirements.
- Coordinates services with other departments of The Center to assure the client receives a full range of services provided by the agency.

- Participates in agency long range planning to assure future growth and development of The Center.
- Promotes the health and education programs in the community by attending community functions, speaking on behalf of the agency and serving as a liaison with related agencies and service providers.
- Any other duties required by the agency, contracts, the supervisory management or the Board of Directors of the agency.

Employee Signature _____

HR Representative Signature _____

Date _____