



Employment Specialist Family Programs

Mission Statement:

Father Bill's & MainSpring is committed to ending and preventing homelessness in Southern Massachusetts with programs that provide emergency and permanent housing and help people obtain skills, jobs, housing, and services. We help people who are struggling with homelessness or are at risk of homelessness to achieve self-sufficiency.

Father Bill's & MainSpring is a growing and dynamic social service agency with particular expertise in emergency and permanent housing, job training and placement, and prevention services for individuals and families in need. Over the next five years, our strategic focus includes an increase in affordable, permanent supportive housing, a more efficient model of care for families experiencing homelessness, commitment to an enhanced delivery model to reduce the need for shelter, and improved community relations in order to achieve these goals. Our staff are thoughtful and caring individuals who share our passion for these ideals and creative approaches to helping people improve their lives.

We offer a generous benefits package and a comprehensive orientation and training program, as well as ample opportunities for advancement for qualified individuals who show a commitment to our Mission.

Position Summary:

Father Bill's & MainSpring is seeking an experienced employment specialist to support the WorkReady Family program in Brockton and surrounding communities. This unique program assists families recovering from homelessness by providing skills training, job readiness services and job placement. The employment specialist works closely with heads of households in varying stages of job search and supports them in securing gainful employment. Key skills the employment specialist must possess include: Ability to work in a fast pace environment and maintain a strong sense of urgency. Strong networking and presentation abilities, collaboration and teamwork focus. Full-time (40 hours per week) position reports to the Family Workforce Manager. The Employment Specialist's office is located in Brockton. Travel throughout the South Shore is necessary. Mileage reimbursement is provided. Bachelor's Degree and minimum of two years experience working with workforce/employment programs. CPR certification is required and provided by FBMS. AED and First Aid may also be required and will be provided by FBMS.

Essential Responsibilities:

- Collaborate with program staff in receiving referrals for the program.
- Meet with and assess participants to identify continuing education, skills training and employment needs.
- Assist participants in developing an individual employment plan and following the plan to completion.
- Help participants create resumes and cover letters.
- Provide career counseling to participants and help them identify potential career paths.
- Assist participants in applying for continuing education, GED prep, ESOL and other classes.

- Develop and maintain partnerships with local training and education providers.
- Network within the business community to establish partnerships with local employers who will hire program participants.
- Advocate for participants to employers and help them in securing interviews, preparing for interviews and post-interview follow up.
- Assist participants in salary and benefit negotiations.
- Provide twenty-four months of retention post-employment to assure employed participants retain employment.
- Provide post-employment career development support to participants during the retention period.
- Document participant progress in client files and maintain data and statistical information in appropriate software systems.
- Participate in weekly staff meetings and provide feedback on participant progress. Share ideas to improve and further the program.
- Make appropriate referrals and maintain contact with community service agencies
- Provide job readiness workshops for those enrolled in the program
- Assist participants with enrollment at the MassHire career center and job readiness workshops

Skills & Competencies:

- Empathy: An understanding and empathy for those dealing with homelessness and related issues.
- Professionalism: Maintains the highest level of professionalism in the delivery of services, building of relationships, collaboration with co-workers, and representation of Father Bill's & MainSpring within the organization and the community.
- Communication: Speaks appropriately in positive and/or negative conversations with supervisors, co-workers, volunteers, donors and constituents; Articulates the goals of Father Bill's & MainSpring.
- Record-Keeping: Routine clerical or record-keeping incidental to the essential responsibilities of the job (including, but not limited to, data entry and case file updates).
- Job Knowledge: Possesses the practical and technical knowledge required on the job.
- Attendance: Acceptable overall attendance record, consistently at work and on time.
- Reliability: Relied upon regarding task completion and follow-up. Follows instructions, responds to management direction and solicits feedback to improve performance.
- Initiative: Seeks out new assignments and is willing to be flexible with additional duties.
- Adherence to Policy: Follows safety and workplace expectations, regulations and processes as defined in the Employee Handbook.
- Work Ethic: Demonstrates a commitment to the Mission and adheres to the Operating Principles of Father Bill's & MainSpring and works as part of a team toward a common goal.

Other:

- Safety & Security: Actively promotes and personally observes safety and security procedures, and uses equipment and materials properly.

- Travel: Local travel may be required. Valid driver's license and good driving record required.
- Physical Demands: *The demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations under the Americans with Disabilities Act (ADA) may be made to enable individuals with disabilities to perform the essential functions.*
 - Must be able to verbally convey detailed information or important instructions or ideas accurately or quickly. Must be able to hear average or normal conversations and receive ordinary information. Average visual acuity is necessary.

This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities required of the employee. Other duties as assigned may be part of the job.

Father Bill's & MainSpring is an equal opportunity employer.