



Job Title: **Workforce Villages Specialist**

Reporting Relationship: Workforce Villages Program Manager

Job Summary

Interacts with St. Joseph the Worker (SJW) staff, community partners, potential and existing clients to provide employment services and ultimately an innovative housing solution, Workforce Villages, to end homelessness. Reporting to Workforce Villages Program Manager and working alongside other Workforce Villages staff members as well as SJW Employment Specialists, the Workforce Villages Specialist prescreens potential clients for the program, then provides coaching, education, and support while producing data driven reports, and deliverables to grow and expand services through this innovative program model. Candidate must be able to follow instructions and processes of the program, have a willingness to empower individuals into self-sufficiency through this innovative program, as well as have proficiency in technology.

Responsibilities

- Provide one-on-one job development by assisting clients with resumes, conducting mock interviews, career exploration and providing resources such as transportation, professional clothing/uniforms, tools, and job leads to obtain and maintain employment.
- Assist clients with creating and developing budgets, credit reports, opening savings and checking accounts, finding housing, obtaining furniture and other programmatic items for clients to be self-sufficient.
- Outreach, create, and maintain relationships with community partners in need of employment services and housing solutions for their clients; works with agencies to provide SJW employment services and Workforce Villages Housing services accordingly.
- Operate and maintain Mobile Success Unit (RV) for homeless community outreach events. Including but not limited to maintenance and repairs of the vehicle upon request.
- Screen potential clients for the Workforce Villages Program to determine eligibility.
- Assist with training of additional Workforce Villages staff members as needed.
- Utilizing MS Office (Word, Excel, Outlook, PowerPoint) daily to create and edit documents, schedule, and maintain a calendar.
- Utilize Salesforce and HMIS as our client databases all with excellent attention to detail.
- Actively engage clients and express appropriate empathy and compassion, treating everyone with dignity and respect.
- Model appropriate behavior in the areas of dress, professionalism, and speech always.
- Perform monthly reconciliation of resources with office manager, order new resources and maintain accurate records of distributed resources.
- Meet bi-monthly for SJW staff meetings and other meetings scheduled by Workforce Villages Manager.
- Must be able to demonstrate quick critical thinking, problem-solving and time management skills.
- Outreach in extreme weather conditions (i.e., heat).
- Complete tasks in a timely manner with little supervision.
- This job description describes the principal functions of this job and its scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.



Qualifications

- Must have own vehicle, valid driver's license, and current insurance and registration.
- Bilingual Spanish speaking individual a plus.
- Must possess excellent written and verbal communication skills and strong organization skills.
- Strong desire to empower homeless, low-income, and disadvantaged individuals.
- Ability to work with a diverse group of people and experiences without judgment. The ideal candidate will understand and reflect the population served.
- BA/BS in a related field or combination of education and direct service experience preferred but not required.
- Level 1 Fingerprint Clearance Card or the ability to obtain one upon hire.
- Willing to be flexible with hours of operation. (Possible weekends but limited)
- Able to lift up to 50 pounds.
- Able to walk up and down stairs.
- Willing to assist with client move in and move out. (i.e., pack up clients' personal belongings if necessary).
- High level of interpersonal communication skills with clients, donors, agencies, and ability to present in front of audiences.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be able to perform tasks which involve the ability to exert light physical effort in sedentary to light work daily. Tasks may involve extended periods of time at a keyboard or workstation.

How to Apply

Please send cover letter and resumes to Pwinters@sjwjobs.org