

**FRIENDS OUTSIDE IN LOS ANGELES COUNTY  
JOB ANNOUNCEMENT – JOB SPECIALIST**

**“SECTOR” GRANT**

**PROGRAM GOAL**

The goal of the program is to provide high quality, effective, and compassionate services for this county-funded reentry employment program.

**SUMMARY OF POSITION:**

The Job Specialist will provide employment services to members of the reentry population, using a cohort model. This full-time position (40 hours/week) will work from an office in Inglewood.\*

*\*Services have been modified during the pandemic with most services being currently conducted virtually from the employees' place of residence, including via a "Zoom" meeting platform, telephonic/texting, and/or email. Depending on the severity of the pandemic, selected services may be conducted in-person (masked, socially-distanced) and in open public spaces. Applicants must be able to work from the service site a minimum of one day per week; the frequency of on-site work will be determined by the needs of the program, FOLA policies, and the pandemic and are subject to change without advance notice.*

**The ideal candidate** is passionate about serving justice-involved individuals, seasoned experience providing employment services to multi-barriered populations, and experience conducting workshops or groups.

Pay Rate: \$25.50 - \$26.44 per hour, based on background, education, and experience. Employee benefits package will include paid time off (e.g., vacation, personal, sick, jury duty, bereavement) and the employer's contribution to a healthcare plan of the staff's choice.

**KEY DUTIES WILL INCLUDE:**

*This individual must work successfully with all persons without regard to ethnicity, religion, age, national origin, physical challenge, sexual preference, or gender.*

- Develop Individual Career Plans (ICP) in collaboration with each participant.
- Conduct job (soft) skills workshops using FOLA's P2P copyrighted curriculum.
- Conduct job clubs.
- Conduct career assessments.
- Coordinate job-seeking services with FOLA and AJCC staff and partners to maximize each client's potential, including but not limited to matching appropriate job leads to qualifying, job-ready clients, conducting mock interviews, and assisting with on-line employment applications.
- Monitor current local labor market information to advise clients of emerging opportunities and job sectors.
- Link clients to vocational trainings and educational opportunities per their ICP's and selected job/career sector.
- Develop and maintain a list of job leads.

- Coordinate with Job Developer employer engagement activities to identify job openings and remain knowledgeable about changes in career sectors.
- Work with an America's Job Center of California (AJCC) as needed
- Obtain and maintain written proof of job placements and job retention.
- Conduct retention-oriented follow-up contact at regular intervals.

**This position is responsible for ensuring contract compliance, as follows:**

- Maintain electronic and hard copy of files and documents as per contractual and FOLA's instructions.
- In cooperation with program staff, meet and exceed contract goals for client employment.
- Assist in the compilation of program deliverables such as by providing information and data for program reports, preparing for monitoring/audit visits, and ensuring proper maintenance of client files.

**This position is responsible for providing other duties, including, but not necessarily limited to, the following:**

- Participate in case conferences, program supervision trainings and meetings as assigned.
- Maintain a schedule that is consistent with FOLA's office hours and which ensure responsiveness to employers' and clients' needs.
- Collaborate as necessary with third parties (e.g., organizations agencies, employers, funders) to provide quality client services and reach contract goals.
- Other duties as assigned.

**QUALIFICATIONS**

- A passion for Friends Outside's Mission.
- Three years' recent experience and proven success in job development/job placement activities with re-entry job-seekers.
- One year experience conducting workshops and/or groups.
- Knowledge of the Southern California job market and employers.
- Excellent written and verbal communication skills.
- Ability to work independently on several projects concurrently in a deadline-driven environment.
- Computer literate with proficiency in Microsoft Office Suite, email, and the internet.
- Experienced with data-entry.
- Organized, flexible team player with a positive attitude.
- Strong organizational skills; ability to manage or perform multiple tasks simultaneously and meet deadlines
- "Lived" experience with the criminal justice system.
- Associates of Science or Associate of Arts degree; degree/recognized certificate in substance abuse recovery or mental health field (preferred)

*Friends Outside will consider for employment qualified applicants with an arrest and/or conviction record. However, all candidates are subject to and must pass a criminal history background check as they relate to the duties of the position. We are an equal opportunity employer with a strong commitment to diversity.*

**TO APPLY:**

Submit your cover letter and resume with "Sector Job Specialist" in subject line to:

[sbell@friendsoutsidela.org](mailto:sbell@friendsoutsidela.org)

*No phone inquiries please. Thank you.*