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
No phone inquiries please. Thank you.