

# Employment Specialist

**Job Category:** Employment Services  
**Requisition Number:** EMPLO003367

Posted: July 25, 2023

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- Full-Time
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- **Locations**

Rockville, MD 20851, USA

## Description

**ORGANIZATION OVERVIEW:** At Catholic Charities of the Archdiocese of Washington, your knowledge and service in areas such as immigrants and refugees, mental health, social work, employment and adult education, legal and financial services, health care, food assistance, shelter and housing, developmental disabilities and prison outreach can make a profound difference in the lives of many. Through more than 50 programs across the district and five surrounding counties, Catholic Charities is opening doors to help and hope. At CCADW, we continue to build an inclusive culture that celebrates a diverse workforce. We offer so much more than just a job. We offer careers. We take pride in our “promote from within” culture. We offer professional development, a comprehensive benefits package, a hybrid work model with both remote and in-office work, and a passion for building and motivating world class, high performing teams. Explore your career opportunity with Catholic Charities. Join us in Inspiring Hope and Building Futures.

Catholic Charities of the Archdiocese of Washington values the safety of our employees, our clients, and our visitors. In support of these values, if you are selected for this job, you must be fully vaccinated against COVID-19, except when vaccination is not medically advised or violates your sincerely held religious beliefs. If you are invited to join our team, you must submit proof that you are up to date with your COVID vaccinations, including the booster dose or you must request an exemption from your representative. New employees must either provide proof of vaccination or be granted a medical or religious exemption before working with Catholic Charities of the Archdiocese of Washington.

## **Our Benefits:**

- Medical, prescriptions, dental and vision insurance
- Retirement savings plan with company match
- Company-paid and supplemental life insurance
- Flexible spending accounts
- Paid vacation, sick and personal leave
- 11 paid holidays
- Professional development and training
- Tuition reimbursement
- Employee referral bonus program
- Flexible work arrangements
- Clinical supervision for licensed social workers and counselors

**JOB SUMMARY:** The Employment Specialist provides some case management and employment training related services to program participants in the DC Metropolitan Area. This includes, but is not limited to, assisting program participants to identify barriers to employment, identifying and securing services to reduce barriers, meeting emergency needs, job development and placement, job coaching as needed, and providing on-the-job supports.

## **ESSENTIAL DUTIES and RESPONSIBILITIES:**

- Implements a Work Adjustment curriculum for adults with developmental disabilities and other significant barriers to employment that focuses on work related skills and other “soft skills training” such as resume writing, interviewing skills, interpersonal communication, etc. Create and teach employment-related, educational, and informative programs during Job Club. May be able to amend curriculum within guidelines established by the Program Manager.
- Provides some case management/wrap around supportive services to program participants with consistent and timely follow-up to identify barriers and challenges, and to assist them in the accomplishment of identified goals.
- In conjunction with other program staff, and with the referring agency, assist consumers to acquire appropriate documentation and identification for employment, assist with travel needs of consumers to interviews, training sites, emergency needs, as required and necessary.
- Identifies and develops potential internships, training, and employment opportunities for participants with employers (this is geared toward specific vocational areas of interest), corporations, and other appropriate agencies, in an effort to foster community inclusion and integration through on-the-job training.

- Works closely with consumers, staff, and other partners to develop jobs through various methods such as conducting online job searches, setting up job interviews, accessing One Stop Systems, cold calling, accessing other available community-based job banks.
- Maintains established collaborative relationships and communication with other program staff, referring agencies, family members, and other support persons, to ensure consumers' needs are addressed to support their accomplishments of vocational/personal outcomes.
- Provides on the job support and follow-up activities in a timely, consistent manner to support successful employment outcomes for the program consumers.
- Conducts situational assessments and evaluations of program participants' work adjustment and on-the-job training.
- Completes daily, weekly, monthly and quarterly progress reports of program participants. Meet established reporting deadlines consistently.
- Provides counseling and client intervention, as needed.
- Transports program participants, during the program, to and from job-related activities in an authorized Agency Vehicle, as required.
- Provides travel training on public transportation to and from program, volunteer, or paid employment sites.

**EDUCATION and EXPERIENCE:**

- High school diploma or equivalent.
- Two years of work experience specific to developmental disabilities, with one year preferably in employment services.
- Case management experience a plus.

**SKILLS and COMPETENCIES:**

- Excellent written and verbal communication skills in the English language.
- Ability to demonstrate professional attitude and composure in all communications.

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Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities