

FAMILY ELDERCARE
Employment Specialist
Job Description



Job title: Employment Specialist	Reports to: Unit Supervisor
Program: Rapid Rehousing	Work Location: 1700 Rutherford Ln. Austin, TX 78754
Position Status – Full-time FLSA Classification – Non-Exempt	Salary Range - \$25.52-\$26.25/hour

The Employment Specialist is responsible for assisting individuals in securing and maintaining employment, providing career counseling, job readiness training, and support throughout the job search process. The role requires a combination of skills in client assessment, job market knowledge, and employer relationship-building to help clients achieve sustainable employment.

Essential Duties and Responsibilities:

- Conduct one-on-one assessments with clients to determine career goals, skills, and interests.
- Provide guidance and support in setting realistic employment goals and career paths.
- Offer counseling on job-related challenges, including resume writing, interview preparation, and professional development.
- Assist clients in identifying job opportunities that match their skills, experience, and career goals.
- Teach job search techniques, including online job portals, networking, and cold calling employers.
- Provide support in completing job applications and preparing for interviews.
- Build and maintain relationships with local employers and organizations to create job opportunities for clients.
- Work with employers to understand their staffing needs and connect them with qualified candidates.
- Assist clients with job placement and follow up to ensure both employer and employee satisfaction.
- Offer post-placement support to ensure clients adjust to new work environments and remain employed.
- Provide ongoing guidance to clients for career advancement and overcoming workplace challenges.
- Maintain regular communication with both clients and employers to ensure long-term success.
- Maintain accurate records of client progress, job placements, and outcomes.
- Prepare and submit reports on client status, program performance, and employer feedback.

Competencies:

- Excellent problem-solving and conflict resolution skills.
- Strong organizational and time-management skills.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Bilingual skills (a plus but not required).

Education and/or Work Experience Requirements:

- Bachelor's degree in Social Services, Human Resources, Business Administration, or a related field (preferred).
- Experience in job development, employment services, or a related field.
- Strong interpersonal and communication skills.
- Ability to assess individual needs and create personalized employment plans.
- Knowledge of local job markets and employer trends.
- Proficiency with job search tools, resume building, and interview techniques.
- Experience working with diverse populations and providing supportive services.
- Ability to maintain confidentiality and handle sensitive information appropriately.

Working Conditions/Physical Requirements:

- Travel within the local area to meet with clients and employers.
- Office-based role with some remote work flexibility.

Acknowledgement and Review:

By signing this job description, I acknowledge that I meet the qualifications, and am able to perform all job functions, duties, and responsibilities ☐ with or ☐ without reasonable accommodations. I further understand that I am responsible for promptly and effectively communicating in writing to the Company any need for accommodation. I acknowledge that I have read, understand, and may receive a copy of this Job Description. I further understand that Family Eldercare reserves the right to modify any Company policies, procedures, and processes based on organizational needs.

Print Employee Name:

Employee signature:

Date: