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<b>Job Title</b>	Employment Specialist
<b>PVN ID</b>	HO-1709-002095
<b>Category</b>	Instruction and Social Service
<b>Location</b>	HOSTOS C. C.
<b>Department</b>	Allied Health Career Pipeline Program
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$40,000.00 - \$50,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jan 11, 2018 (Or Until Filled)

## General Description

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The US Department of Health and Human Services (HHS) awarded a Health Profession Opportunity Grant (HPOG) to the Division of Continuing Education and Workforce Development at Hostos Community College to enroll and train low-income individuals and Temporary Assistance for Needy Families (TANF) recipients.

The HPOG Allied Health Career Pipeline Program is seeking an Employment Specialist to assist students in obtaining employment, and providing career services, including but not limited to, resume writing assistance, mock interviews and leading career development workshops. Employment Specialist will also develop and maintain partnerships/linkages with potential employers and maintaining a job tracking system for participant placements.

## Other Duties

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- Identify job opportunities, facilitate job interviews, and assist with the employment placement of 100+ students
- Ensure that students receive appropriate career development-related services
- Identify and establish relationships with employers
- Provide career guidance, which includes resume review, job search strategies, cover letter writing
- Provide career counseling, academic advisement and job retention assistance
- Facilitate workforce development workshops
- Provide general case management to assist students with barriers
- Establish and maintain employer relationships and solicit healthcare job opportunities
- Track and follow-up on interviews, internships, and job placements
- Track student attendance and performance of career development workshops
- Facilitate career development and workplace related workshops

- Work with college administration to facilitate pathways for students
- Research career and employment trends
- Participate in recruitment activities and employment events
- Collect and enter accurate program data into reporting tools and prepare reports
- Achieve weekly and monthly placement goals
- Perform other duties as assigned

## Qualifications

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### **Core Competencies:**

- Strong attention to detail
- Able to multitask in a fast paced educational environment
- Excellent communication and follow-up skills
- Strong problem-solving and analytical skills
- Strong understanding of the needs of community college students and low-income individuals
- Ability to maintain confidentiality of student records
- Ability to work under deadlines, with changing priorities
- Ability to write clearly and produce accurate, well-organized reports
- Ability to use computer or other systems to accurately log and monitor participant progress
- Ability to work in a team, as well as work independently.

### **Qualifications:**

- Bachelor's Degree and three years job development experience
- Experience in health care employment training strongly preferred
- Experience working with diverse populations and/or in low-income neighborhoods
- Knowledge of the healthcare job market and employer contacts
- Proficient in Microsoft Office
- Work 1-2 evening(s) weekly, required
- Work, a Saturday schedule at minimum twice a month, required

### **Applications without cover letters will not be considered**

Position will remain open until filled.