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<b>Job Title</b>	Senior Employment Specialist
<b>PVN ID</b>	HO-1905-003080
<b>Category</b>	Instruction and Social Service
<b>Location</b>	HOSTOS C. C.
<b>Department</b>	CEWD-Allied Health Career Pipeline Prog.
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$45,000.00 - \$50,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	May 30, 2019 (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 a Senior Employment Specialist with a primary focus to cultivate new employer relationships that lead to student employment, internships and apprenticeship placement. The Senior Employment Specialist will assist 100+ students per program year in obtaining employment, and providing career services, including but not limited to, resume writing assistance, mock interviews and leading career development workshops. In addition, the Senior Employment Specialist will also develop and maintain partnerships/linkages with potential employers and maintaining a job tracking system for student placements.

## Other Duties

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### Responsibilities:

- Identify and establish new relationships with employers in various occupations based on student needs (four employers per month)
- Maintain employer relationships and solicit healthcare job opportunities
- Identify job opportunities, facilitate job interviews, and assist with the employment placement of 100+ students per program year
- Provide monthly reports on employer partner relationships
- Research, update and report on career and employment trends quarterly or as needed
- Ensure that students receive appropriate career development-related services
- Lead Business Advisory Council committees

- Travel to employer sites
- Provide career guidance, which includes resume review, job search strategies, cover letter writing, and retention
- Provide general case management to assist students with barriers
- 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
- Organize recruitment activities and employment events
- Collect and enter accurate program data into reporting tools and prepare reports
- Achieve program 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 with moderate supervision as an individual as well as in at team

### Qualifications:

- Bachelor's Degree and three years of experience in health care employment training
- Job development experience 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
- Ability to work 1-2 evening(s) weekly
- Ability to work a Saturday schedule at minimum once a month