
Job Title	Job Placement Specialist
PVN ID	QB-2205-004810
Category	Instruction and Social Service
Location	QUEENSBOROUGH C. C.
Department	Office of Continuing Education & Workfor
Status	Part Time
Salary	Depends on qualifications
Hour(s) a Week	0.00
Closing Date	Jul 24, 2022 (Or Until Filled)

General Description

Queensborough Community College's Office of Continuing Education & Workforce Development was awarded a new grant by the NYC Department of Youth & Community Development (DYCD) to offer a Certified Hemodialysis Training (CHT) Program to out-of-school youth between the ages of 18-24. This Train & Earn Program seeks to hire a Job Placement Specialist as a dedicated resource supporting a newly launched workforce development program. This position requires a person with energy, creativity and dedication to supporting participants in gaining training/employment. The position presents an opportunity to play an important role in the shaping/directing the strategy of this new program.

Other Duties

The Job Placement Specialist will have experience serving young adults and people over 18+, preferably in a higher education and/or community center setting. A minimum of three years of workforce development experience, relationship building, strong collaboration/organizational skills, or five years of successful workforce development experience, are required as are strong organizational, oral and written communication skills.

Qualifications

- Develop outreach initiatives to recruit program employer partners in the allied health care field through educational materials, presentations, one-on-one contact, cold calls and letters.
- Identify and build knowledge of/relationships with NYC private and public sector organizations (including employers, training/education partners and other workforce development programs) to establish opportunities for employment, internships, job and skills.

- Assist in preparing, revising or creating a resume and cover letter for client.
- Assist in completing job applications, as needed.
- Participate in internal/external networking events, job fairs, community outreach, etc.
- Communicate job leads by phone, text and/or email.
- Consistently look for appropriate jobs for assigned clients.
- Advocate for our clients by selling their strengths to employers.
- Assist on job interview preparation and attend interviews.
- Communicate with employers, on your client's behalf, as needed.
- Assist in expanding or narrowing the job search criteria, as needed.
- Prompt return of phone calls, texts and/or emails we receive from you (within 12-24 hours).
- Cold calling at various employers to determine if they are hiring and to confirm hiring processes.
- Keep Program Director up-to-date (verbally and in writing) of client and/or program related issues, problems, concerns.
- Perform other program-related duties as assigned.