

ECDC / AFRICAN COMMUNITY CENTER

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JOB ANNOUNCEMENT

Position Title: Employment Specialist
Department/Division: Resettlement
Reports to: Self Sufficiency Program Manager
Status: Full-Time/Exempt
Location: Silver Spring, MD

Job Summary: This position is responsible for assisting refugee and asylee clients with seeking, obtaining, and maintaining employment, thereby attaining self-sufficiency. Other duties include preparing reports and tracking statistical data.

Key Responsibilities

1) Job Development

- Assess new clients' employment and education by completing Employability Plans during weekly intakes.
- Conduct job search and complete job applications on behalf of Employability Service program participants.
- Facilitate all employment efforts with these participants: interviews, drug tests/physicals, employment paperwork, employment verifications, challenges in the workplace, etc.
- Work intensively with clients to improve employability through small-group orientation and training sessions, including job interview preparation and job skills development, among other topics.
- Design monthly schedules for trainings based on the language requirements of new clients. Job readiness and resume building workshops will be implemented on a weekly basis and interview preparation classes will be provided when coordinating group interviews for open hiring.
- Develop and maintain a job data bank.
- Identify and provide clients with information on recertification and no- to low-cost training programs, if appropriate.

2) Outreach

- Conduct outreach to new businesses in Montgomery County, Prince George's County, and the D.C. metropolitan area on a regular basis.
- Maintain regular communication with employers.
- Respond to all inquiries and offers from potential employers in a timely and professional manner.
- Coordinate job application, interview and orientation processes.

3) Program Compliance

- Follow-up with employers after applications are submitted.
- Assist with transportation to, and interpretation of, interviews.

- Conduct employment follow-up within 3 days, as well as up until and after 90 days with both employers and clients.
- Acquire pay stubs and employment verifications in order to properly document employment retention.
- Close case 30 days after 90 days of employment retention.

4) **Report and filing**

- Submit progress reports, including monthly and quarterly reports indicating any updates in the employment statuses of the active caseload.
- Maintain regular case notes in case files for all services provided.
- File required documents in case files in accordance with program requirements.
- Attend all relevant meetings (Case Management, Employment, All-Staff meetings).
- Follow team procedures for document management and coordination of team efforts.
- Other duties as requested by supervisor.

Education, Experience, Knowledge, Skills and Abilities

- Bachelor's Degree in relevant field, may substitute equivalent experience.
- Prior job development or employment services experience **required**.
- Knowledge of resettlement program a plus.
- Strong organizational skills and ability to multitask effectively.
- Experience working with refugees or other diverse populations.
- Excellent written and verbal communication skills.
- Demonstrated proficiency in Microsoft Office Suite required.
- Ability to manage heavy workload and maintain required deadlines .
- Ability to relate professionally to, and collaborate with, diverse individuals in a multicultural environment.
- Ability to work evening and weekend hours occasionally.
- Multilingual a plus.
- Background check and clean DMV record.
- Current driver's license.
- Access to own transportation.

Please submit by mail or e-mail a cover letter, a resume; and a writing sample to:
ECDC, Human Resources, 901 S. Highland St., Arlington, VA 22204

E-mail: hr@ecdcus.org

No telephone inquiries, please

Qualified applicants will be contacted for an interview.

ECDC is an equal opportunity employer.