

Closing Date:
2/10



Workforce Specialist (TWO POSITIONS AVAILABLE)

El Programa Hispano (Outstationed at *East County Self-Sufficiency Project*)

Reports to: El Programa Hispano Emergency Services Program Manager

2 full-time positions available - Non-Exempt (40 hours/week)

Grant funded until 6/30/12 (with possible extension)

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Conduct work readiness activities such as job application preparation assistance, resume development, interviewing and job search skill development, realistic job goal setting and fostering positive work attitudes.
- Screen, assess, enroll and develop a caseload with 60-65 employment-seeking community members.
- Have regular contact with those enrolled through life of grant.
- Work with these clients to take advantage of other services from project partners.
- Work with clients to increase their employment, employment skills, income and assets.
- Attend regular meetings of case managers and others involved in the project.
- Maintain confidential and detailed client files and case notes for all case managed clients.
- Enter data regularly into TRACS or any other necessary data bases to maintain contract compliance.
- Refer and advocate for clients to receive other resources, as appropriate as needed.
- Teach classes on employment or other topics, as needed and appropriate.
- Other duties and responsibilities as assigned by the Emergency Services Program Manager or the Division Manager of *El Programa Hispano*.

QUALIFICATIONS

- Case management experience, including employment readiness experience.
- Ability to build relationships among partner agencies and the Latino community to promote services.
- Bilingual (Spanish/English) with proficiency in written and oral communication.
- Familiarity and experience working with local Latino community.
- Ability to maintain confidentiality.
- Ability to adapt to new tasks and responsibilities.
- Ability to work well in a team setting and to support Catholic Charities-*El Programa Hispano's* mission and goals.
- Ability to work creatively and adapt to new environments and tasks in a fast-paced environment.

- Position may require travel in the Gresham and Portland area.
- Valid Driver's License, own transportation and current auto insurance (100/300/100) are required.
- Position will require flexibility in working schedule.

Pay range: \$14.90 – 15.85 per hour, depending on experience. Temporary position through June 2012– no benefits. It is possible that this position will be extended beyond that point, which would include benefits.

To apply, complete Catholic Charities application form, available online at www.catholiccharitiesoregon.org and submit to:

Sandra Rodriguez
Catholic Charities-El Programa Hispano
138 NE 3rd Street, Suite 140,
Gresham OR 97030

Equal Opportunity Employer