



Mission...

Build a better future for youth and families by helping them navigate the challenges of childhood, adolescence and young adulthood.

Values...

We are dedicated to:

- *Providing quality services to all of our clients, regardless of their age, gender, race, color, religion, creed, political beliefs, national origin, ancestry, sexual orientation, marital status, mental or physical disabilities, or ability to pay.*
- *Showing sensitivity and caring;*
- *Being accountable and responsive; and*
- *Pursuing professional excellence and offering a fulfilling work experience and professional development for our staff.*

LOOKING GLASS JOB DESCRIPTION

POSITION:	Employment Specialist	POSTED:	February 2012
PROGRAM:	Riverfront School & Career Ctr.	SALARY:	\$13.09 per hour
REPORTS TO:	Job Training Supervisor	FTE:	1.0
SUPERVISES:	NA	EXEMPT:	No

OVERVIEW OF RESPONSIBILITIES:

The Employment Specialist provides ongoing case management services to at-risk youth, 14-21 years of age, from low-income backgrounds.

QUALIFICATIONS:

1. **Education:** Bachelor's degree in a social services or related field preferred.
2. **Certification:**
3. **Experience:** Two years of youth related experience. Experience working in job placement or employment services preferred.
4. **Availability:** Must be willing to work irregular hours when necessary.
5. **Driver's License:** valid in Oregon, acceptable record, and insurability under Agency's auto insurance.
6. Proficient word processing skills required; knowledge of other software program types helpful.
7. Demonstrated ability to work effectively as a member of an integrated team.
8. Demonstrated ability to relate effectively with youth, parents, and community members.
9. Cultural sensitivity and experience working with people from diverse cultural backgrounds.
10. Good communication skills.
11. Ability to maintain confidentiality.
12. Professional appearance appropriate to the position.
13. Current driver's license, acceptable driving record, insurability under agency's auto insurance policy required, and own transportation required.
14. Commitment to Looking Glass Mission and Values.
15. Reliable transportation required.

SPECIFIC DUTIES:

1. Provides ongoing case management services to clients including coordination with other providers and funding sources.
2. Maintains accurate client records as required including electronic case management files.
3. Develops individual service plans with clients.
4. Assists youth with occupational and work readiness development

5. Assists youth with career exploration
6. Assists youth with achieving basic and/or higher education goals
7. Refers youth to appropriate community resources.
8. Monitors and assists with the purchase of client supportive services.
9. Assists with program planning and development and program promotion activities.
10. Transports clients to appointments or work sites, etc.
11. Completes other duties as assigned.

PROUD OF OUR DIVERSITY