

DuPage P.A.D.S., Inc.

Position: Employment Coordinator

Summary: This position is responsible for developing employment strategies for DuPage PADS participants and the communities in which they live. This position is also responsible for ensuring that DuPage PADS has a quality employment program that engages area businesses, industries and participants to ensure success.

Reports to: Director of Programs

Supervises: Employment Resource Area Volunteers

Responsibilities (to be performed with or without reasonable accommodation):

1. Develop, implement, oversee, and evaluate participant employment strategies for the organization.
2. Create varied employment components and approaches to assist participants in achieving employment goals.
3. Assess participants upon entry to the program for needs, strengths and abilities.
4. Assist in writing grants and contract proposals as assigned.
5. Provide support and ongoing training to volunteer community.
6. Develop policies and procedures for employment program.
7. Establish goals in collaboration with participants and case managers.
8. Develop relationships with businesses, industries, and government employment agencies to secure employment opportunities.
9. Prepare and maintain accurate files and reports.
10. Provide job development, placement services assistance and job coaching as needed.
11. Develop and maintain an Employment Resource area within Support Center.
12. Participate in weekly supervision meeting, Support Center meetings and monthly staff meeting.
13. Provide community education, development, networking and recruitment activities on behalf of the Employment Program.
14. Provides job retention and follow up services for employed participants within the community.
15. Other duties as assigned.

Knowledge, Skills and Abilities:

1. Ability to identify and develop effective relationships with area employers and government employment agencies.
2. Ability to take initiative and work independently to develop strong program.
3. Effective written and oral communication skills.
4. Strong organizational skills with attention to detail.

5. Ability to train employees and clients.
6. Strong interpersonal skills
7. Ability to work in a team environment, demonstrating clear and professional boundaries.
8. Computer literacy in word and excel.

Qualifications:

1. Minimum of 3 years of work experience in employment counseling or human resource field
2. Minimum of 3 years experience working with homeless and/or low-income population.
3. Bachelor's degree in Human Service or related field.
4. CADC preferred.

Other:

1. Flexible hours may be required.
2. Provide own transportation.

Classification Status: Full-time exempt.