

JOB DESCRIPTION

Position Title: Job Retention Specialist
Department/Location: Solano County

Job Status: FT/Exempt
Reports to: Program Director

Position Summary:

The job retention specialist assists participants in obtaining and retaining permanent employment; conducts job readiness training and life skills training; and works with participants at risk of losing employment through support, motivational enhancement, connection with pro-social activities and barrier removal. The job retention specialist monitors work performance of participants placed and maintains open dialogue with employers to provide early interventions and ensure retention.

Essential Functions:

- Direct Services (70%)
 - Assist clients with removal of barriers.
 - Motivate clients to participate in the life skills and job readiness curriculum.
 - Network with employers in the community for potential job leads and partnerships.
 - Assist the clients in retaining permanent employment.
 - Conduct job readiness and life skills training.
 - Collect proof of employment through pay stubs or other means.
 - Be familiar with all local employment agencies, i.e, Employment Development Department, Private Employment Agencies, Department of Rehabilitation, and State Employment Agencies.
 - Track client participation in program services in database system, prepare monthly, quarterly, and other reports as assigned.
 - Monitor participant's employment and training to assess problems quickly and intervene as needed.
 - Conduct and participate in collaborative case conferences, as necessary.
- Indirect and Administrative (25%)
 - Ensure case management activities are aligned and in compliance with contracts, grants, and agency policies and procedures.
 - Maintain up to date participant files with all relevant documentation.
 - Input case notes in Microsoft Access within 24 hours of client contact; track progress and relate notes to case plan goals.
 - Accurately record and track attendance, participation, mileage, and incentives.
 - Participate in monthly one-on-one supervision, the development of work plans and annual reviews.
 - Collaborate with Solano County Probation and the LCA employment team to support organization-wide initiatives.
- Other (5%)
 - Actively participate in supervision, case conferences, staff meetings and trainings.
 - Guide and participate in collaborative processes to improve all work at Solano County Employment Program.
 - Other duties as assigned.

Educational/Work Experience Requirements:

- Must have demonstrated, successful experience administering a criminal justice, homeless, or substance abuse population, using evidence-based practices.
- Good working knowledge of Solano County employment and vocational training opportunities.
- Bachelor's Degree in Social Sciences such as psychology, criminal justice, social work and/or public health preferred. Relevant experience will be considered.
- Ability to identify, assess, and intervene effectively with behavioral health issues.

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Knowledge, Skills, and Abilities:

- Ability to read, write, and speak in the English language. Able to communicate in a second language such as Spanish, desirable.
- Strong written and verbal communication skills.
- Able to express thoughts logically, in written and verbal form, using correct grammar.
- Strong organizational and project management skills.
- Familiar with current correctional system legislation, relevant case law and industry practices and standards.
- Ability to multi-task to meet company objectives.
- A general level of personal discipline that gives evidence of the ability to meet schedules and deadlines in a timely and effective manner.
- The ability to assess and act upon operating situations in an objective and effective manner.
- Interpersonal skills sufficient to provide for the establishment of an effective working relationship with staff, other managers, clients, and outside business partners and agencies.
- Self-starter, able to work with minimal supervision.
- Must possess the following characteristics: Honesty and integrity, cross-cultural sensitivity and competency; resourcefulness; flexibility; creativity; an understanding and respect for the criminal justice population; intelligence; enthusiasm; and, a sense of humor.
- Proficient in Word, Excel, Outlook, and Power Point. Previous database experience a plus.
- Valid California driver's license, clean driving record and, reliable and safe vehicle. Must be able to meet company standard regarding vehicle insurance (see *LCA Employee Handbook*).

Working Conditions:

- Standard office environment
- Shared office space
- Periodic travel to satellite offices and outside agencies
- Work in the community, including law enforcement facilities and county and state offices
- Company vehicle available for company business

Physical Conditions:

- Able to sit and stand for extended periods of time
- Ability to climb stairs when elevator is out of order
- Able to lift and carry 25 lbs.
- Requires the ability to communicate verbally, both in person and on the telephone
- Able to visually observe, hear, understand and interpret client behavior
- Able to operate standard office machines and equipment including keyboards
- Able to drive to events, meetings, trainings and satellite offices

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This to acknowledge that I have received, read, and familiarized myself with a copy of the job description for my position at Leaders in Community Alternatives (“LCA”). I also understand that LCA may modify or rescind any of the job functions of this job description at any time as business necessitates. In addition, I acknowledge that **employment** at LCA **is at-will** and, as such, employment may be terminated at the will of either LCA or myself at any time with or without notice or cause.

All essential functions or responsibilities are determined to be essential job functions for which reasonable accommodation will be made. This job description is not to be construed to be an exhaustive statement of duties, responsibilities, or requirements. Employees will be required to perform any other job-related instructions as requested by their supervisor or senior management, subject to reasonable accommodation.

Employee Signature

Date