



Kingdom Builder's Family Life Center Announcement of Open Position Employment & Training Specialist

Posted: November 18, 2021

Salary: \$18 an hour + benefits package available after probationary period

Reporting to the Human Resource Director

Classification: Regular, Full Time (40 hours), Exempt **Deadline:** Open until filled

Submit a cover letter, resume, and an employment application to careers@kbflc.org

Position Summary:

Under general supervision, to interview, assess and counsel eligible applicants; to develop individualized employability plans; to solicit employment and work training opportunities for clients from prospective employers; to refer clients for employment, classroom, on-the-job training; and to do other work as required.

Responsibilities and Duties – KBFLC's success is based on the flexibility of its staff and volunteers to dynamically adjust to meet the needs of the community. The primary responsibilities for this job include:

Client Advocacy – Responsible for amplifying the voice of clients throughout the community through relational and responsive case management. KBFLC is prioritizing innovative perspectives on empowering clients beyond typical feedback or advisory panel discussions.

Job Duties:

- Interviews eligible applicants to determine acceptance in the employment readiness program and if best suited for their particular skills and abilities.
- Assess applicant qualifications and readiness for job referral, classroom training, on-the-job training or other training or support services.
- Administer tests to identify aptitudes, educational and vocational achievements and interests; interprets and discusses tests results with applicants.
- Explore and identify employment barriers with applicants.
- Develop employability plans; counsel clients regarding recommended solutions and suggested supportive services.
- Contact private employers, public and private non-profit agencies, employment agencies and civic groups by field visit, telephone and other communication to solicit employment and training opportunity for clients.
- Negotiate with employers to develop training positions, including salary, and training elements
- Prepare, process and monitor training contracts and stipends.
- Refer clients to training programs and other resources to improve employability; maintains detailed information on area employers regarding types of employment available, qualification for employment, and salaries and benefits.
- Assist clients to prepare applications and resumes, and for interviews.

- Conduct workshops in job search techniques and appropriate career planning method.
- Maintain and update records on client employment and/or training, as well as performing follow-up activities on caseload
- Confer with other staff on plans for client employment or training.
- Prepare reports on caseload and program activities.
- Coordinate all promotion and outreach activities to disseminate information about the program to prospective applicants and employers.
- Prepare reports and correspondence; input, access and analyze data using a computer; maintains records.

KBFLC is a drug free workplace and equal opportunity employer. It is the policy of KBFLC to staff positions with the best qualified people regardless of race, color, national origin, age, gender, disability, or veteran status. In addition, policies that affect employees will be carried out without regard for these factors. Although everyone has a different potential, we all do better when we have an equal opportunity to succeed.

How to apply: submit cover letter and resume to careers@kbflc.org.
You can also apply online at: www.kbflc.org