

Date Posted: 9/28/15
Department: Health and Human Services
Job Title: Employment Programs Specialist
Location: Kiowa, CO
Salary: \$35,608 - \$39,525 Annual
Applications accepted until: 10/12/15
Elbert County is an Equal Opportunity Employer
If interested, please submit application and resume to:
Elbert County Government
215 Comanche St., PO Box 7, Kiowa, CO 80117
Or email: dianna.hiatt@elbertcounty-co.gov
For more information, please call 303- 621-3150



EMPLOYMENT PROGRAMS SPECIALIST

Department: Health and Human Services Salary: \$2,967-\$3,293/Month
Approved by: Director, 9/2015 FLSA: Non-Exempt

GENERAL STATEMENT OF DUTIES

Position performs duties to help Colorado Works and Food Assistance recipients increase their employment opportunities through support, referrals, accountability and community work. This position ensures that all required participants are engaged in activities that will improve their employability.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- The following duty statements are illustrative of the essential functions of the job and do not include other nonessential or marginal duties that may be required. The County reserves the right to modify or change the duties or essential functions of this job at any time.
- Conducts first appointment orientation classes, which include presenting a detailed explanation of the Colorado Works and Employment First programs, the various components and each of the requirements, other community resources and services available from each, and explains other programs within the agency
- Interviews and registers applicants and recipients for the agency's Colorado Works and Employment First programs
- Obtains personal and family information, education and work history in order to identify barriers to self-sufficiency
- Conducts group and individual job assessments and classroom instruction in the areas such as resume and job application preparation, job search skills, motivation and self-esteem, stress reduction, typical job duty situations

- Contacts potential employers by phone or in person and provides information of available services and community resources
- Determines employability potential and/or barriers in developing employability plans and outlines the responsibilities and actions required to ensure success
- Completes individualized assessments and Individual Responsibility Contracts with participants
- Collaborates with local agencies to build community service and workfare site locations
- Interprets and complies with rules and regulations for Colorado Works and Employment First programs
- Maintains files and record keeping in compliance with State/Federal rules and regulations
- Determines assignments to the various work components based upon the employability plan and the supportive services required to eliminate barriers; Provides counseling around the identified problems, assesses need for intervention and makes appropriate referrals to other departmental personnel or other agencies for services
- Assists in developing and maintaining contracts with outside agencies for workfare site and community service opportunities for Colorado Works and Employment First participants
- Completes required forms and reports, including county, state, federal reporting mandates and forms required to open, maintain and close client records; services provided include recording and filing correspondence, time sheets, receipts, contracts and evaluations
- Verifies all information through computer data banks, pay stubs, contacts with employers and financial institutions, etc.
- Completes data entry into CBMS
- Informs applicants of rules and regulations and their rights and responsibilities and holds clients accountable for appropriate follow through
- Administers various assessment tools, scores and compiles results of tests
- Participates in agency and team meetings
- Performs other duties as assigned

SKILLS AND ABILITIES

- Ability to establish and maintain effective working relationships with clients, co-workers, community partners and state staff
- Ability to effectively interview potential clients
- Ability to work with a diverse caseload of clients with varying emotional, physical, developmental and socio-economic backgrounds and varying cultural and/or religious beliefs
- Ability to diffuse hostile and potentially unsafe situations

- Ability to plan, schedule, organize and prioritize workflow to maintain accurate records and meet deadlines
- Ability to clearly and effectively communicate both orally and in writing
- Ability to utilize current technology with proficiency in document management, word-processing, data-base management, email usage and Internet browsers
- Ability to determine suspicion of fraud or intentional program violations and knowledge of process to establish recoveries
- Ability to recognize child and adult protection issues and report them to the appropriate authorities
- Ability to accept and adapt to changes in the work environment, priorities and program rules and regulations
- Ability to safely drive an automobile or van on public roads and highways
- Ability to remain flexible and sensitive to customers' needs while effectively managing a demanding case load with a high volume of work with frequent interruptions
- Accurately maintain customer records with confidentiality according to HIPPA, IRS, Federal, State and Local laws, rules and regulations
- Ability to engage in conceptual thinking and creative problem solving

KNOWLEDGE

- Knowledge of basic clerical functions, accounting and mathematics
- Knowledge of county policies and procedures, laws and legal processes related to human service programs and ability to perform analysis relative to these policies, procedures, laws and processes
- Knowledge of state and federal laws, policies and departmental policies and procedures regarding public assistance
- Knowledge of community resources and ability to establish and maintain effective relationships with key collaterals
- Knowledge of community service resources, activities and purposes

RESPONSIBILITY

The supervisor makes all critical decisions. Close, detailed supervision is provided before and during the course of work. Incumbent keeps supervisor informed of the progress of each case. Work is reviewed periodically for results obtained. Detailed instructions are often received from the supervisor and during the progress of cases. Work is reviewed for compliance to procedures, methods, general conclusions, final results and accuracy on a regular basis through staffings and supervisory reviews.

PERSONAL WORK RELATIONSHIPS

This position requires contact and professional communications with adults of all ages and family members, medical and mental health professionals, community organizations, other members of the agency and county and state government representatives.

EDUCATION, EXPERIENCE AND CERTIFICATIONS

Education: Associate’s Degree in Business, Behavioral Science or appropriately related field

Experience: Two years extensive public contact is required

ADDITIONAL REQUIREMENTS

- Valid Colorado Driver’s License
- Acceptable Motor Vehicle Record
- Must be able to pass a criminal background check
- Bilingual a plus

PHYSICAL EFFORT, WORK ENVIRONMENT

Office location is in a controlled standard office environment. However, due to the nature of the position, incumbent may be required to meet with clients and community partners at work sites, homes and educational sites. Incumbent is required to attend meetings and trainings within the county and state as necessary. Incumbent may encounter angry, hostile clients and verbal abuse.

Physical Requirements of Position:

The following are some of the physical demands commonly associated with this position.

Driving:	Frequently
Balancing:	Frequently
Bending/Stooping:	Frequently
Twisting:	Frequently
Squatting/Crouching:	Occasionally
Kneeling:	Occasionally
Crawling:	Occasionally
Climbing Stairs:	Occasionally
Climbing Ladders:	Occasionally
Reaching:	Frequently
Standing/Walking:	Frequently
Lifting:	Occasionally

Lifting: 1 lb. Minimum/ 30 lbs. Maximum

Carrying: 1 lb. Minimum/ 30 lbs. Maximum

Push/Pull: 1 lb. Minimum/ 30 lbs. Maximum

Probation Period: Initial six months with potential of one six-month probationary period extension based on Supervisor recommendation and Director approval.