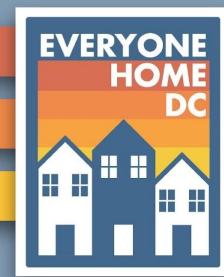


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JOB DESCRIPTION

Employment Specialist, Family Rapid Re-Housing

Job Title: Employment Specialist
Department: Family Rapid Re-Housing
Reports To: Program Manager
Salary: \$50,000 - \$55,000
Status: Non-exempt

This job description provides a general guideline to the most common duties, responsibilities, and minimum requirements for this position. It is not all-inclusive and the actual position may vary as circumstances indicate or as determined by the organization. Working hours are primarily a day shift position but may require varied hours to include overtime, as business needs dictate.

SUMMARY OF POSITION:

Everyone Home DC's Family Rapid Re-Housing Program couples case management services with short-term rental assistance to help families exit homelessness into stable housing. Families work with Rapid Re-Housing case managers to set goals for greater housing and economic self-sufficiency. The Employment Specialist is a new role and will be a critical member of Everyone Home DC's Family Rapid Re-housing team. The Employment Specialist is responsible for assisting families increase their income via employment and coordinate with TANF Providers. This position must be filled by a dedicated individual who is social justice oriented, a team player, and committed to working alongside families as they transition out of homelessness.

Principal Duties:

- Create a system for Everyone Home DC's Family Rapid Re-housing team to help clients obtain and sustain employment in the community.
- Work closely with the case management team to assist clients obtain employment.
- Collaborate with TANF vendors on shared clients.
- Build and maintain relationships with employment agencies.
- Actively recruit and maintain strong relationships with employers.
- Assist clients with job search.
- Support Family Rapid Re-housing team with tracking data related to employment.
- Assist with employment applications and resume writing.
- Input and maintain client data into Homeless Management Information System (HMIS) and other relevant databases.
- Participate in ongoing training and professional development opportunities.
- Carries out all duties consistent with grant requirements and internal policies and procedures.

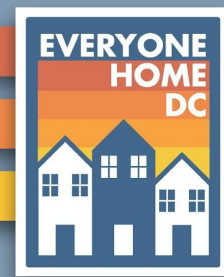
Secondary Duties:

- Provide administrative and program support in the following areas: intake, client wellness, community building, documentation, and special projects.
- Attend program and staff meetings.

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- Participate in and attend on-going training and professional development opportunities.
- Other relevant duties as assigned.
- Work on special projects and committees as needed.

POSITION SPECIFICATIONS:

Essential Training/Certifications:

- Minimum of a Bachelor's Degree in a relevant humanities, social science, business administration, social work, psychology, sociology, counseling, or related service/science disciplines
 - Candidates with a Bachelor's in Social Work or Master's in Social Work degree are required to be licensed and in good standing with the Board of Social Work.
- Degree requirements may be substituted for three years of work experience in a social service and/or human service field, business administration, or experience involving engagement with landlords or property managers, in real estate, or conducting appropriate.
- One year of experience involving engagement with and conducting appropriate connections of individuals, especially those experiencing homelessness, to employment or employment training services, conducting interview and resume preparation, or building relationships with employers for the purposes of hiring individuals.
- Individuals with lived experience are encouraged to apply.

Essential Use of the Following Tools:

- Ability to learn computer software programs to enter and maintain accurate data/information in appropriate platforms, including the Homeless Management Information System (HMIS).
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint) and Google Suite/Drive
- Proficiency with standard office equipment: phone system, copier/printer, fax, scanner
- A valid driver's license and an insured motor vehicle are required for this position.

Skills and Knowledge:

- Familiarity and knowledge of DC's social service providers and public benefits programs preferred.
- Excellent written and verbal communication skills.
- Exceptional ability to multi-task and excellent organizational skills. This includes attention to detail, problem-solving, time management, and the ability to follow through on projects and meet deadlines.
- Ability to maintain confidentiality of highly sensitive information, and demonstrated professionalism, reliability, and responsibility.
- Bilingual English/Spanish speakers or Spanish language written/verbal communication skills at a professional working proficiency are preferred, but not required.

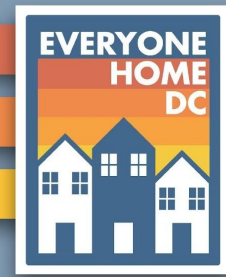
Essential Competencies and Behaviors:

- Ability to work in a team-oriented environment as well as independently with minimal supervision.
- Capacity to build relationships with clients, colleagues, and community members.
- Demonstrated respect for diversity based on race, class, ethnicity, religion, gender, sexual orientation, and gender presentation, and ability to work with a highly diverse group of clients and colleagues.

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- Commitment to building your racial equity competencies and centering your role in an analysis and understanding of how race and power shape systems in our society and culture; Commitment to continuous learning, reflecting, and growing.
- Ability to operate with a commitment to excellence, integrity, diplomacy, and camaraderie.
- Commitment to workers' rights, economic justice, and race equity and in particular to the issues of the program's identified community.

Benefits Everyone Home DC's standard benefits for full-time staff include: excellent employer-paid single coverage health insurance; dental and vision insurance; 401k retirement plan; employer-paid single coverage life insurance; short term disability; worker's compensation; family medical leave; bereavement leave; jury duty leave; Metro SmartBenefits; annual funds for professional development training; 13 paid holidays; and generous paid time off including the week between December 25th and January 2nd.

Location

This is a flexible hybrid position based at Everyone Home DC's offices located at 415 2nd Street NE. In-person home visits, community visits and time in the office are required.

Everyone Home DC values diversity in our workplace and encourages Black, Indigenous, People of Color, members of the LGBTQIA2S+ community and people with disabilities to apply.