

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Community Employment Specialist 3		Class Code: 002NC3
	FLSA Status: Non-Exempt	Salary Schedule: PAT 3	Effective Date: 6/7/13
	Summary: This classification is located at a Department of Workforce Development (DWD) local office and provides program expertise to clients and co-workers. Performs case management activities for clients interested in career counseling services and job training programs.		

Duties:

- Gathers and appraises background information on clients concerning work history, activities, goals, adjustment problems and physical abilities and limitations;
- Develops vocational aid plans which include recommending continued counseling and/or training programs in order to provide best vocational alternatives;
- Recommends assessment instruments when appropriate, and administers and interprets aptitude, interest and skills tests;
- Explains services available from other public assistance agencies within the community and makes referrals when appropriate;
- Assists clients with job searching and resume building activities;
- Maintains contact with clients in order to assist them with employment related issues;
- Formulate employability plans with clients that may include training or other interventions leading to the employment objective;
- Speaks at community groups about the series provided by DWD;
- Performs job development with community employers;
- Advises clients on status and coordinates resolution of issues related to various income support programs associated with job training programs;
- Advises veterans as to legal rights, benefits included in the G.I. Bill, home loans, educational benefits, life insurance, hospital care, vocational rehabilitation and other veterans organizations;
- May specialize in assisting offenders within the Department of Corrections with reentry and job placement;
- Supports other local office employees as need;
- Performs related duties as required.

Job Requirements:

- Knowledge of counseling and vocational guidance techniques;
- Knowledge of ability to interpret aptitude, interest, and skills tests;
- Knowledge of Department of Workforce Development's employment services and unemployment insurance program;
- Knowledge of training centers and college programs within the region;
- Knowledge of the current local labor market conditions;
- May require knowledge of service and veteran's organizations in area;
- General knowledge of other public assistance agencies within the community and the available services provided.

Difficulty of Work:

Incumbent uses a variety of methods in order to place clients in jobs or in training programs within the community. The specialist uses techniques of counseling, job development and placement and must apply and adapt these techniques to fit the situation. The circumstances surrounding each client are difficult and may have conflicting aspects.

Responsibility:

The incumbent has the final authority for determining readiness of each client and appropriateness for the referral of clients to training and other service agencies. Such determinations are not routine but vary with individual cases and are based upon agency guidelines and counseling practices. Unusual problems are referred to the supervisor at the incumbent's discretion and the incumbent may confer with the supervisor or other Specialists on difficult cases. Work is reviewed for compliance with agency policy and quality of service provided.

Personal Work Relationships:

Incumbent works with clients, staff from Department of Workforce Development, other service agencies and employers to assist clients in become job ready. In some cases, must refer applicants to other agencies or supportive services and also must be persuasive in dealing with clients with particular barriers to employment.