

OREGON HUMAN DEVELOPMENT CORPORATION (OHDC)

OUTREACH AND EMPLOYMENT SPECIALIST

SALARY RANGE: DOE

LOCATIONS: Hillsboro, Oregon

FINAL FILING DATE: Open until filled

GENERAL DESCRIPTION OF POSITION:

The Workforce Consultant will share the overall responsibility for the operation and performance with their co-worker WF Consultant in the Hillsboro office. Workforce Consultants will serve as farmworker advocates and as the OHDC ambassador in the communities we serve. This position will co-implement the area's employment and training program for migrant and seasonal farmworker under the direct supervision of the Operations Director. These positions will be responsible for providing case management, job development services, developing and or conducting job preparation classes, career exploration, soft skills, language development using Rosetta Stone, actively marketing our programs/services to potential community partners and employers, networking in farmworker communities, developing and maintaining partnerships with community agencies and employers. Provides monthly follow-up and retention services and maintains client files in accordance with applicable guidelines. This position requires travel within their respective regions as well as some overnight travel. The main location for this position is in our Hillsboro office 3 days per week and two days at the Worksource (Hillsboro and Tualatin).

ESSENTIAL FUNCTIONS:

1. Responsible for meeting the goals and objectives of the area's farmworker employment and training program in accordance with the performance standards agreed upon by the U.S. Department of Labor and Oregon Human Development Corporation within the allocated budget.
2. Develop and maintain contact with workforce investment partners, employers, employer organizations and social service agencies to secure information on possible job opportunities, to develop a customer referral network, to explore customized training opportunities and to assure OHDC's involvement in the areas One-Stop system.
3. Responsible for the co-developing and or co-conducting job preparation classes, career exploration, soft skills, basic education classes in math, measurements, computer literacy, customer service, conflict resolution and language development using Rosetta Stone. Job Readiness/Skills Upgrading courses to include some or all of the following: teach classes; coordinate with the area community college; maintain records of attendance, student competencies, and progress; and participate in ongoing curriculum development. May also facilitate or coordinate a job club model for clients.
4. Jointly responsible to ensure adequate outreach is being conducted in the community to recruit applicants for the program by distributing outreach materials, directly contacting targeted community members, arranging for and making presentations to market our program to both private and public sector audiences, networking with appropriate community organizations, and utilizing the broadcast and print media. Jointly responsible for documenting employer contacts in the local database and ensuring that enough outreach is being conducted to meet program expectations.
5. Develop joint Individual Employment Plans for each participant on the caseload and outlining training and employment/career goals. Ensure all active client files are up to date and in accordance with audit standards. Provide case plan coordination to include identification of employment barriers, identification of type and

duration of training, ongoing vocational/educational assessment and career planning, referrals and support services, periodic evaluation of planned goals and case records to document participants' accomplishments.

6. Co-develop classroom training and work experience opportunities for participants. Work closely with participants and training institutions to periodically monitor progress; complete participant contracts, attendance records, progress reports, case notes and other necessary paperwork.
7. Secure employment and/or OJT training opportunities for participants. Work closely with employers and participants to ensure a successful match; periodically visit site to monitor progress; complete contracts, invoices, progress reports, case notes, terminations, follow-ups and other necessary paperwork. Provide Follow-up/post-placement services for participants to ensure retention and career advancement as needed but no less than quarterly.
8. Initiate or review all new intake packets locally prior to submission to the Central office. Responsible for complete, accurate and timely submission of all required program, MIS and fiscal documentation for the program.
9. Use appropriate technology tools to accomplish job functions; understands and utilizes available technology as customer service, communication and data gathering tools.
10. Coordinate with local, regional and Central OHDC staff to enhance effective program service delivery. Attend at staff meetings and staff training activities. Be proactive on their personal/professional development.
11. Other related duties and responsibilities as assigned.

QUALIFICATIONS:

- 2 year experience in job/business development, employment training, and counseling, interviewing or related work.
- Bilingual/biliterate ability (Spanish/English), knowledge of bicultural factors
- Valid Driver's license and current insurance
 - Driver's record printout required

[OR: A combination of academic education, professional training or work experience, which demonstrates the ability to perform the duties of the position](#)

PREFERRED QUALIFICATIONS:

- Associate degree in a related field
- [Three years prior work experience job/business development, employment training, and counseling, interviewing or related work](#)

SEND RESUME/ COVER LETTER TO:

Oregon Human Development Corporation
9600 SW Oak Street, Suite 565
Tigard, Oregon 97223
Fax: 503-245-9602

or email it to:

Victor Acevedo
Victor.Acevedo@ohdc.org

NOTE: Proof of identity and eligibility to work in the U.S. required.

OHDC IS AN EQUAL OPPORTUNITY EMPLOYER

CERTIFICATION: **(to be completed upon hire only)**

I certify that I have read and understand the description of my job as outlined above.

Employee

Date

Supervisor

Date