

HONOLULU COMMUNITY ACTION PROGRAM, INC.
POSITION DESCRIPTION

POSITION TITLE : Employment Core Program Specialist
SALARY GRADE : 7
FLSA STATUS : Non-exempt
REPORT TO : Program Coordinator
SUPERVISES : None

INTRODUCTION

The Program Specialist provides outreach, information, referral, day-to-day operations, provide employment readiness and job development services to unemployed and underemployed low-income individuals and to increase the employability and placement of the older worker in unsubsidized jobs.

CORE COMPETENCIES

1. Communications - Must be able to communicate and work effectively with people of diverse social, economic and racial backgrounds. Must have the ability to read and write English at a high school level.
2. Teamwork – Has the ability and desire to work cooperatively with others on a team and as appropriate as a team leader. Demonstrates interest, skill, and success, in getting groups to learn to work together.
3. Problem Solving – Has the ability to systematically identify and define a problem, determines the cause of the problem, identify, and prioritize and select alternatives for a solution, and implement a “best fit” solution
4. Build Collaborative Relationships/Teamwork – Develops and maintains win/win relationships and partnerships. The ability to develop, maintain and strengthen partnerships with others inside or outside the organization who can provide information, assistance, and support.
5. Decision Making/Problem Solving/Analytical Ability – Able to make difficult and appropriate decisions in a timely manner.
6. Self Development – Has the ability to demonstrate self-initiative and motivation for continuous learning, personal development and personal growth.

ESSENTIAL POSITION RESPONSIBILITIES includes the following. In assistance and under the supervision of the Program Coordinator; other duties may be assigned:

- Assists in the planning, implementing and evaluating of program activities to insure compliance with the goals and objectives of the Employment Program.
- Identifies specific employment needs of HCAP clients and works through various media i.e. newspapers, bulletins, job fairs, websites, etc.

- Works closely with District Managers and staff, and other HCAP programs/departments in matching employer requirements with client qualifications.
- Establishes communication links, and coordinates with other employment resources, to provide maximum services.
- Helps develop and maintain a library, or list of employment resources, for staff and client use.
- Works closely with Program Coordinator to develop new Vocational partnerships for Employment program.
- Maintains all Milestone logs and documentation from staff of each client enrolled in the Na Lima Hana Employment Program.
- Provides community outreach, presentation, information and referral services to low income families to inform them of HCAP's programs, services, and existing community resources.
- Attend all Workforce Job fairs and other employment fairs that assist with the promotion of the Na Lima Employment Program.
- Assist STEM with Family Engagement Activities (e.g. Family Nights and Field Trips).
- Networks with employers, Federal/State/City and County Agencies, educational institutions and other community agencies involved in employment and vocational training programs.
- Oversees the employment readiness and job development functions of the Employment Counselors and be able to provide services as needed in a staff member's absence.
- Performs other related duties as assigned or required.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION

Associates Degree in human services, social work or related field

EXPERIENCE

Two years experience providing outreach, information and referral service to low-income families and groups.

COMMUNICATION SKILLS

- Must be able to communicate and work effectively with people of diverse social, economic and racial backgrounds.
- Good written and verbal communication skills.

REQUIRED SKILLS, KNOWLEDGE & ABILITIES

- Must be knowledgeable of the multi-ethnic cultures common to Oahu.
- Must be able to work flexible hours, which may include nights and weekends
- Must possess a valid driver’s license, have daily access to an automobile, or have access to timely transportation for work.
- Must be able to operate personal computer using Microsoft Office Suite.

PHYSICAL DEMANDS/WORKING CONDITIONS

	Rarely-At times-Constant		
Work Locations : in doors			X
Work Locations : outdoors		X	
Work Locations : sitting			X
Walking/standing		X	
Bending/crouching/reaching, etc			X
Lifting/carrying - light (up to 10 lbs)			X
- medium (11 to 20 lbs)		X	
- heavy (over 20 lbs)		X	
Contact with hazardous materials	X		
Dust, smoke, odors, noise, etc	X		
Travel - inter-island	X		
Travel - long distance (mainland, international)	X		
Use standard office equipment (including PC keyboard)			X

DESIRED SKILLS, KNOWLEDGE & ABILITIES

- Bilingual/bicultural skills, preferably in Samoan, Filipino, Korean, Laotian, Marshallese, Palauan, Chuukese, Vietnamese, or Chinese.
- Knowledge of the social and community resources throughout Oahu.
- Be able to recognize and implement the appropriate communication strategy based on the client’s experience and personality.
- Ability to be an active listener.