

SE JOB DESCRIPTION FOR EMPLOYMENT PROFESSIONAL

Job Description

EASE prides itself on delivering efficient, effective services across a wide range of participants and programs. The key to our success is largely dependent on the stellar ability of our Housing and Employment team. Our teams have sharp business minds and a proven ability to work with participants in finding and keeping housing and employment.

Responsibilities:

- ⇒ Meet and assess the wants and needs of participants
- ⇒ To Coordinate with managers to obtain and maintain caseloads and activities
 - SE managers will work together with staff to achieve this objective
- ⇒ Assume responsibility for participants and employers on your caseload
- ⇒ Resolve any employer or participants issues
 - Working with your manager
- ⇒ Prepare all reports for program manager
 - Monthly Employment logs
 - Weekly case notes
 - Employment questionnaire forms
 - Employment plans
 - Intakes/updated intakes
- ⇒ Maintain organizational standards of satisfaction, quality, and performance
- ⇒ Allow time to check in on the needs of your participants
- ⇒ Manage your input in the data base for employment leads
 - Assure you are adding and deleting data as needed
- ⇒ Assist managers to train new EP's as asked and needed
- ⇒ Enhance the department and organizations reputation by accepting ownership for accomplishing new and different requests and exploring opportunities to add value to program accomplishments.

JOB DUTIES:

1. To do intake and other needed paperwork.
 2. To work with participants to obtain competitive employment.
 3. To work with participants to maintain competitive employment.
 4. To assist participant to become independent in their lives and employment by:
 - a. Budgeting
 - b. Resume
 - c. Applications
 - d. Interviews
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