## **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 goals and needs of participants

To Coordinate with managers to obtain and maintain caseloads and activities

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

Maintain organizational standards of satisfaction, quality, and performance

Allow time to check in on the needs of your participants

Manage your input in the database for employment leads

* Assure you are adding and deleting data as needed

Assist managers to scheduling shadowing for new employment professionals as needed

### **Job Duties:**

To assist participant to become independent in their lives and employment by:

* To do intake and other needed paperwork.
* To work with participants to obtain competitive employment.
* To work with participants to maintain competitive employment.
* Budgeting and financial planning
* Resume building and coaching
* Application assistance
* Interview preparation and mock interviews to encourage participant
* Job development and coordinating with employers for guided tours and answering participants questions
* Assistance with completing GED and college applications
* Creating S.M.A.R.T. goals for your participants