



Chicago House empowers persons living with or vulnerable to HIV/AIDS to lead healthy and dignified lives, through housing and compassionate, client-centered support services.

JOB DESCRIPTION

POSITION TITLE: Employment Career Specialist

CLASSIFICATION STATUS: Exempt

POSITION DESCRIPTION: Chicago House is seeking an Employment Specialist to work with the Employment Program. The primary function of this role is to work with a team to deliver career preparation and counseling, employment assistance and post – employment support. This position works with clients and the community to identify work and programs that fit each client.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage a caseload of Employment clients, conduct intakes, assessments, services plans, resume assistance and post-employment support.
- Assist with government and foundation grant tracking and reporting.
- Coordinate outreach and recruitment activities on behalf of the Employment Program at partner agencies, hospitals, clinics, organizations, and businesses.
- Seek, develop, and maintain partnerships with employers in a variety of industries.
- Promote our TransWorks Employer Trainings with interested employers.
- Create and update flyers, posters, and brochures for Employment and TransWorks Program.
- Work closely with a team to gain understanding of client job needs and job goals.
- Facilitate mock interviews with interested clients.
- Maintain relevant data collection and documentation for the Employment program.
- Participate in TransWorks and Community Health Apprenticeship Program (CHAP) workshops, drop-ins and trainings.
- Serve as a liaison between the Employment Program and other Chicago House departments.
- Attend Chicago House staff meetings and supervision meetings, as required.
- Represents Chicago House at meetings and functions addressing workforce development issues, at contractor meetings and at other community meetings when applicable.
- Perform other appropriate duties as assigned.

REQUIREMENTS & QUALIFICATIONS:



- Bachelor's degree or related experience required, prior experience with direct client service
- Experience practicing Trauma Informed Care, Harm Reduction, and/or Supported Employment required.
- Spanish Fluency preferred.
- Familiarity with HIV/AIDS, the LGBTQ Community, Substance Use, Mental Health, and Post-Correctional care preferred;
- Ability to work from home and from a central office, use Zoom, use Outlook and schedule meetings with clients and co-workers.
- Ability to work cooperatively as a part of a team in a clinical and non-clinical setting;
- Excellent professional networking skills.
- Excellent oral and written communication skills.
- Excellent organization and documentation skills.

EMAIL RESUME & COVER LETTER TO: ikarlic@chicagohouse.org

Chicago House is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, gender identity, sex assigned at birth, arrest record, HIV status, or any other characteristic protected by applicable federal, state or local laws.