



HOPE FOR PRISONERS JOB DESCRIPTION

Job Title	Workforce Development Specialist	Position Type	Fulltime
Level/ Salary Range	\$48,000 - \$62,000	Travel:	Yes (local)
Reports To	Director of Workforce Development	Date Approved	01/01/2025

Objective

This Workforce Development Specialist role is a full-time position. The Workforce Development Specialist is responsible for establishing, building, and maintaining solid relationships with local businesses that allow the placement and sustainable employment of Hope for Prisoners (HFP) clients. This position will coordinate and conduct employer activities, and work with the case managers/career coaches to identify good matches between jobs and candidates.

Essential Job Functions

- Develop job vacancies and information available to clients in relation to developed career goals
- Communicate with career coaches regarding candidates' progress, needs and goal changes
- Match client skills and experience with employer requirements
- Assist clients with soft skills development and improvement with job performance, and career progression
- Track participant activity and progress data for grant reporting
- Works closely with other program staff to ensure the client case plans are followed and a collaborative effort is made to develop the clients career path
- Work with employers/businesses to remove employment barriers and resolve issues related to job retention
- Assist with career counseling, evaluation, skills training/assessment, job readiness training, and other activities related to employment and successful job placement
- Make cold calls to potential employers; explain the benefits and employment support services provided by program
- Maintain postings of current job openings
- Works collaboratively with community partners to assist clients in accessing various services
- Cross-train in other federal programs for which participants may qualify
- Participate in training and workshops including but not limited to resume and cover letter writing, dress for success, interviewing skills, conflict management, job search technique, job retention, etc.
- Accurately and timely record program data in system and accurately maintain all necessary forms
- Manage a client placement case load of 50-75
- Performs other duties as assigned

Education and Experience

- Bachelor's degree or equivalent amount of education and/or experience
- A minimum of three years' experience in Job Development, Business Services, or Sales/Marketing
- Familiarity and/or knowledge of reentry populations, preferred
- One to three years' experience specific to Workforce Development activities, preferred

Knowledge, Skills and Abilities

- Knowledge of methods and job development techniques for client placement
- Excellent knowledge of case management principles
- Excellent communication skills, both written and verbal
- Skills in database, spreadsheets, and word processing applications
- High levels of initiative, dependability, flexibility, and motivation
- Ability to establish good professional relationships with staff, employers, and clients
- Ability to function in a fast-paced environment
- Ability to design and facilitate presentations
- Organizational and time management skills
- Conflict resolution and coping with high stress at-risk clientele
- Ability to work full-time (Monday-Friday and possibly some evenings and/or weekends)

This job description is intended to describe the general nature and level of work expected of this position. The description is not intended to be construed as an exhaustive listing or description of all responsibilities, duties and skills required of incumbents in the position.

HFP is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law.

Employee Acknowledgement

I have received, reviewed, and understand my position responsibilities and the essential functions of the position. I understand that my work schedule, job responsibilities, work environment, knowledge, skills, and abilities may be amended based on business need and management discretion.

I understand that employment is at-will. This means that employment may be terminated for any or no reason, with or without cause or notice, at any time by the employee or the employer. Nothing in this or in any other document or oral statement shall limit the right to terminate employment at will. No supervisor or manager has any authority to enter a contract of employment -- express or implied -- with any employee.

This policy of at-will employment may be revised, deleted, or superseded only by a written employment agreement signed by the Chief Executive Officer, which expressly revises, modifies, deletes, or supersedes the policy of at will employment. Unless employment is covered by such a written employment agreement signed by the Chief Executive Officer, this policy of at will employment is the sole and entire agreement between the employee and the employer as to the duration of employment and the circumstances under which employment may be terminated.

Except for employment at-will, terms, and conditions of employment with the employer may be modified at the sole discretion of the employer with or without cause or notice at any time. No implied contract concerning any employment-related decision or term, or condition of employment can be established by any other statement, conduct, policy, or practice, nor does any arise from the terms or conditions set forth in this document.

Employee Signature: _____

Print Name: _____ Date: _____

Manager Signature: _____

Print Name: _____ Date: _____

Position Title: _____