

# Employment Specialist

**Department of Community & Career Services**

**Locations in Albany, Cohoes NY, Wilton, NY**

## **ABOUT ALBANY COMMUNITY ACTION PARTNERSHIP:**

Albany Community Action Partnership (ACAP) is a source of direct support for families who live in poverty in Albany, New York. The majority of program participants are from economically vulnerable families with incomes below 75% of the federal poverty threshold (or \$20,160 for a family of three - the average family size of ACAP's customer population). For 50 years ACAP has been providing a network of programs which serve the needs of children and families living in poverty.

Our prominent programs include: Early Head Start, Head Start, Energy Assistance and Weatherization, Assets for Independence, Career Pathways, Healthcare Opportunities Grant, and we support parents through Employment and Dress for Success. Through its programs, ACAP has created positive change in the lives of children and families in Albany, Cohoes and Wilton. ACAP embodies the spirit of hope, improving communities and making the Capital Region a better place.

## **RESPONSIBILITIES:**

Employment Specialists provide job readiness and vocational services to ACAP's customers. These programs develop and define steps toward goals that enhance self-reliance and greater community interdependence. Employment Specialists are responsible for developing and coordinating community resources and program service activities including internships and job placements.

Employment Specialists regularly conduct employment assessments and generate goal plans with program participants to ensure timely employment. They strengthen participant's job readiness and one on one meetings and workshops. After hire, they provide ongoing post-employment and career counseling and advisement to program participants. During and after the hiring process Employment Specialists perform a variety of programmatic and administrative customer-centered tasks including but not limited to customer outreach and intake, data collection and record keeping, and assisting the team with planned activities.

## **QUALIFICATIONS:**

An Associate's Degree in Human Services, Social Work, Sociology, a related area, or a Family Development Credential is required. High School Diploma or GED AND a minimum of five (5) years' experience working in the field of Human Services, Employment Services or with a Community Organization maybe accepted in lieu of degree.

Experience in employment support, case management, familiarity of local social service providers will also be considered a plus. Good interpersonal & communication skills are necessary. Basic PC skills including database entry, word processing, and spreadsheet skills are required. The candidate may also be required to possess, and have ability to maintain a valid driver license. Travel to and from program locations throughout Albany County may be required.

## **PAY RATE / BENEFITS:**

Competitive health benefits; Educational Assistance; Retirement; Paid time off; Starting \$15.64 per hour with the potential for increase every year based on performance

## **CLASSIFICATION / HOURS:**

Non-Exempt, Full-time (40 hours per week, 52 weeks per year)

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## **APPLICATION PROCESS:**

Please send a cover letter and a current resume to:  
Albany Community Action Partnership, Human Resources  
333 Sheridan Avenue, Albany, NY 12206

FAX: (518) 463-8185

E-MAIL: HR@albanycap.org

Selected Candidates will be contacted for interview.

*No Phone Calls Please*

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