



Retention Specialist

Community and Career Services

333 Sheridan Ave, Albany, NY 12206

THE POWER OF CHANGE

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:

The Retention Specialist is responsible for developing job opportunities and placements for customers. They provide follow-up services for customers that range from job tracking, assessment, barrier management and follow customer transition to employment. They develop and maintain effective working relationships with representatives of unions, private industry government agencies, public agencies, and similar job source opportunities.

The Retention Specialists work closely with Employment Specialists, businesses, agencies, and organizations to enhance retention and employment stability of participants, remove employment barriers, and resolve issues related to community integration and the independence of ACAP's Customers. They monitor employment progress of consumers who secure employment positions and maintain a caseload. They participate in and support job placement activities including providing necessary services; including job readiness, increasing employability skills, and acquisition of successful competencies.

QUALIFICATIONS:

Associates Degree in Human Services, Social Work, Sociology, or related area, or a Family Development Credential is required and 2–4 years of work experience in a related field. High School Diploma or GED AND a minimum of 5 years' experience working in Human Services or Community Organization may be accepted in lieu of degree.

Experience in career counseling inclusive of a comprehensive understanding of barriers to employment and of the changing job market, as well as an ability to assist participants in identifying strengths and developing employment success is highly desired. May also be required to possess, and have ability to maintain a valid driver license.

BENEFITS:

Health, Dental, and Vision insurance; Vacation, Sick, and Personal Leave;
Paid Holidays; Educational Assistance; 403(B) Plan

CLASSIFICATION / HOURS:

40 hours per week; 52 weeks per year; Monday-Friday 8:30-5; Starting \$14.96 with the potential for increase every year based on performance

APPLICATION PROCESS:

Please send a cover letter and a current resume to:
Albany Community Action Partnership, Human Resources
E-MAIL: HR@albanycap.org
Selected Candidates will be contacted for interview.
No Phone Calls Please

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We maintain a drug-free workplace and perform pre-employment
substance abuse testing**