



CLASSIFICATION NO. 279

Established: 5/05

Revised: 9/14, 6/24

FLSA: Non-Exempt

EEO: 2

JOB DEVELOPMENT AND TRAINING SPECIALIST

CLASS CHARACTERISTICS

Under direction, to provide employment development and training opportunities to clients; to create employer networks for the purpose of establishing program partners; to develop and administer marketing programs and activities to enhance training and employment opportunities; to serve as an advocate and liaison between clients, employers, and service providers; to screen and refer clients to appropriate social services resources; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Job Development and Training Specialist works with clients and businesses to develop employment and training opportunities with business owners and managers, public agencies, and community partners in Clackamas County. Incumbents may work within the Department of Health, Housing and Human Services (H3S) or the Clackamas County Sheriff's Office.

The Job Development and Training Specialist establishes relationships with area employers, community partners, and funding sources. Incumbents develop employment and training opportunities with business owners and managers, public agencies, and community partners in Clackamas County. In addition, incumbents work with individuals with barriers to education or employment to provide comprehensive assessment, career planning, job search assistance, training referrals and job placement to clients. Employees who work within the Individual Placement Support (IPS) Supported Employment Program are responsible for providing integrated employment services to adults with symptoms of severe mental illness, substance use disorders, cognitive delays, and traumatic brain injuries who are enrolled in mental health programs. Additionally, employees working with justice involved adults may support individuals experiencing mental health and substance use related conditions.

The Job Development and Training Specialist differs from the Case Manager which develops case plans to match individual client needs, preferences, and eligibility status with a broad range of financial, medical, social, vocational, and other service needs while the former performs case management responsibilities with a specialized focus on the client's employment and training goals. It also differs from the Human Services Coordinator 1 which is the primary technical resource for one or more larger program areas and assists management with planning, budget and program and grant monitoring activities.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Interviews and evaluates applicants for employability skills and program eligibility; reviews economic status, education and work history, criminal history, medical history and needs,

vocational interest, aptitudes, and personal traits; administers, interprets, and explains results of occupational and aptitude tests; provides information regarding program services and opportunities.

2. Refers, counsels, and advises clients on support services; determines level of program assistance needed for childcare, transportation, social security income and disability benefits, healthcare, housing needs, and other wrap-around services; develops individualized service and training plans and program activities with client's assistance; assists clients to identify and resolve problems and barriers to employment.
3. Designs and conducts employment preparation workshops and other programs for clients; teaches job search goal setting, skills identification, resume writing, interview techniques, appropriate work behavior, communication and coping skills, and mental health symptoms management in the work environment; conducts group meetings to motivate and encourage active job seeking.
4. Assesses employment readiness of assigned clients; makes referrals to work experience and training opportunities in the labor market area; advocates for and counsels with clients during their program participation; documents services provided to clients within various databases, recordkeeping systems, and/or electronic health record systems; researches and compiles statistics; develops, submits, and modifies necessary documentation to implement payment and program benefits.
5. Researches and identifies placement and training opportunities in specific labor areas and industries; initiates contact with education partners, local employers and professional groups to develop education, employment, and training opportunities; develops and delivers presentations to explain program goals and services; assists program managers and coordinators in the development of programs and presentations to enhance marketing and delivery of programs; establishes and maintains employer referral networks for possible recruitment into assigned Clackamas County programs; coordinates with partner agencies to identify potential employers, coordinate employer outreach and marketing and placement referrals.
6. Negotiates terms of work experience and on-the-job training agreements with employers and refers appropriate participants; provides comprehensive incentive information to employers to effectively market programs for client training and employment opportunities; conducts program orientations for employers; ensures employers comply with federal regulations and maintain accurate payroll records; monitors and evaluates employers' satisfaction and participant success; conducts on-site visits; assists employers with program documentation requirements.
7. Advises individual businesses regarding employer incentive programs, processing, and other customized services; assists employers with defining jobs and writing job descriptions; serves as a subject matter expert for employers concerning Clackamas County program opportunities that align with the needs of the business.
8. Measures program satisfaction with employers, agencies and funding sources; makes adjustments as necessary; prepares written reports, maintains statistics and evaluative information used to formulate reports.

Duties within H3S Health Centers also include:

9. Provides long term job retention services, skills training, employer/employee mediation, and benefits planning per contractual requirements.
10. Integrates with behavioral health team and specialty medical team to provide mental health services including crisis management, mental health functioning, providing information for Mental Health Assessment and Service Plan development, supporting clients' in achieving treatment goals, and conducting welfare checks as assigned.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Local, state and federal laws and regulations applicable to employment and training programs and social service programs; principles and practices of vocational, career and employment counseling; subsidized and unsubsidized employment and training programs; employment/training contract marketing, preparation and administration; vocational evaluation techniques and testing tools; job search strategies; interviewing techniques; local social service agencies and vocational education; needs and problems affecting disadvantaged groups; recordkeeping techniques that are appropriate to the funding source; principles and techniques of counseling; case management methods; local labor market demographics and trends; some positions require working knowledge of IPS Supported Employment practices and principles.

Skill to: Research training and employment opportunities within the labor market area; negotiate employment/training contracts on behalf of the agency; assist in the development and presentation of job marketing programs; develop employment networks with local agencies and employers; establish solid business relationships with local area employers; interview applicants and assess problems and needs; provide vocational assessment and counseling for clients of all ages and backgrounds; match client's skills, goals, and interests to employer's needs or training program; provide job retention training and intervention, interpret and apply laws, regulations, policies and program standards; prepare and deliver presentations to employers regarding program opportunities; prepare and maintain accurate and concise records; communicate effectively, both orally and in writing; prepare written reports; maintain statistical and evaluative information used to formulate reports; establish and maintain positive and effective working relationships and communications with County staff, internal and external customers, community partners and funding source agencies.

WORKING CONDITIONS

Incumbents work with varied socioeconomic groups, individuals and/or families experiencing highly stressful life events, and individuals with severe mental illness and/or substance use disorders. Employees working with justice involved adults have frequent interactions with individuals experiencing mental health crisis, addiction, and/or criminal thinking patterns. Some positions may work inside correctional facilities.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: Unless subject to program specific requirements outlined below, a minimum of two (2) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications:

The following licensure/certifications are required at the time of hire.

- Positions within Health Centers (IPS Supported Employment Specialist) require certification as a Qualified Mental Health Associate or other professional certification to meet qualifications as mandated by OAR 410-173-0005 and ORS 414-025.
- Positions within Health Centers must possess and maintain a Basic Life Support (BLS) certificate.

PRE-EMPLOYMENT REQUIREMENTS

Positions within the County's Criminal Justice agencies must successfully pass an extensive background investigation which may include national fingerprint records check; Positions within Non-Criminal Justice agencies must successfully pass a criminal history check which may include national or state fingerprint records check.

Must pass a pre-employment drug test.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license and possess and maintain an acceptable driving record throughout the course of employment.