

FRIENDS OUTSIDE IN LOS ANGELES COUNTY JOB ANNOUNCEMENT – JOB SPECIALIST

Friends Outside in Los Angeles County seeks to fill the Job Specialist position for our state-funded re-entry employment program. The goal of the program is to assist persons convicted of sexual offenses (Registrants) to obtain and maintain employment. This position is full-time (40 hours per week) and will begin as of September 1, 2021.

Date of posting: July, 2021.

OVERVIEW OF POSITION

The goal of this position is to provide coordinated, outcomes-driven employment services to the registrant reentry population, working in collaboration with our partners. This full-time position (40 hours/week) will work onsite at the America's Job Center of California in Canoga Park.*

**Services have been modified during the pandemic with most services being conducted during this period virtually such as via a "Zoom" type of platform, telephonic/texting, and/or email from staff's place of residence. Selected services are conducted in-person, masked, socially-distanced, and in public spaces.*

Salary Range: \$22.84 per hour - \$25.00 per hour, depending on experience and education. Benefits include paid time off (e.g., vacation, holidays, sick time, personal days) and employer contributions to a medical plan.

KEY DUTIES

This individual must work successfully with all volunteers, staff and community members without regard to ethnicity, religion, age, national origin, physical challenge, sexual preference or gender. This individual should be flexible, compassionate, a team player, a self-starter, and capable of managing simultaneous tasks.

This position is responsible for providing employment services as follows:

- Conduct job preparation workshops (FOLA's P2P) and activities (e.g., job clubs)
- Coordinate job-seeking services with program staff and partners to maximize each client's employment potential, including but not limited to matching appropriate job leads to qualifying, job-ready clients, conducting mock interviews, and assisting with on-line employment applications.
- Coordinate employment activities with FOLA's partner, the Canoga Park AJCC, to include career assessments and planning and co-enrollments into WIOA.
- Develop and maintain relationships with employers.
- Obtain and maintain written proof of job placements and job retention.
- In partnership with the AJCC, assist with special employment events including but not limited to recruitment fairs and vocational training sessions .

This position is responsible for other duties and to ensure contract compliance, as follows:

- Maintain electronic (CalJOBS) and hard copy files as per contractual and FOLA's instructions.
- Assist program staff to meet and exceed contract goals

- Assist in the compilation of program deliverables such as by providing information and data for program reports, preparing for monitoring/audit visits, and ensuring proper maintenance of client files
- Participate in case conferences and program supervision.
- Participate in trainings and meetings as assigned.
- In cooperation with other program staff, meet or exceed contractual goals.
- Maintain a schedule that is consistent with FOLA office hours.
- Collaborate as necessary with third parties (e.g., organizations agencies, employers, funders) to provide quality client services and reach contract goals.
- Other duties as assigned.

PREFERRED QUALIFICATIONS

- Passion for Friends Outside's Mission
- 2 years of recent experience providing employment services, preferably to include with the reentry population including registrants.
- 1 years of recent experience providing employment services in Los Angeles County.
- "Lived" experience with the criminal justice system.
- Demonstrated success in placing clients into employment.
- 1 year experience conducting workshops and/or groups.
- 1 year experience with a data-management system.
- Associate's Degree.
- Very good communicator.
- Flexible, organized, reliable team player with a positive attitude. Meets deadlines.
- Proficiency in Microsoft Office Suite (or similar), email, Zoom-type platform, and internet

Friends Outside seeks to hire persons with criminal convictions. However, all candidates are subject to and must pass a criminal history background check as they relate to the duties of the position.

To apply: Submit cover letter and resume with: "Job Specialist/Accelerator" in subject line to: mweaver@friendsoutsidela.org. Please no phone inquiries.

"The mission of Friends Outside is to assist children and families, prisoners, and former prisoners with the immediate and long-term effects of incarceration, and to act as a bridge between those we serve, the community at large, and the criminal justice system, thereby enhancing the character of justice."