

Workforce Specialist Job Description
NORWALK CT

Establish contact and develop relationships with Norwalk-area employers, employment support and job readiness agencies toward the achievement of Washington Village residents' employment goals. Develop mechanisms for referral and follow-up; representatives from each entity should be identified and contacted regularly to make resources and employment options constantly available to residents. Convene meetings of Employment Advisory Board with local employers. Facilitate organization/business/institution participation in information sessions and career exposures. Develop and implement agreements with employers and agencies, large & small, toward the employment of specific numbers of Washington Village residents in jobs made available through these contacts.

Maintain a constantly updated registry of employment contacts and opportunities as part of the employment resources available to Washington Village residents. Provide/link residents to appropriate job readiness activities (skill/ability assessment, resume building, basic computer skills, employment search resources, interview skills). Proficient in MS Word and Excel. Other duties as assigned.

QUALIFICATIONS:

Previous job development experience. Knowledge of Norwalk-area labor market, employment sources and available related support Programs; Experience working collaboratively with low-income families, with a minimum of 2 years work experience in human services or related field; Problem solving and organizational skills. Ability to communicate effectively both verbally and in writing. MSW or related academic qualifications. Bilingual Spanish and/or French/Creole preferred.

Email Resume and cover letter to jobs@housingopportunities.com or dhairston@housingopportunities.com no later than February 15, 2017.