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and other regulatory records.

- Recruits' participants to the program.
- Works with participants to write job support plans and helps adjust the plan over time according to each participant's needs and preferences.
- Builds relationships with employers and conducts job development and job search activities focused on the interests and skills of current participants.
- Provides individualized supportive services to assist participants in maintaining employment.
- Advocates on behalf of participants for needed job accommodation and maintains contact with the employer during the duration of the participant's time.
- Attends activities in the community relating to employment services and connects with employers and community organizations on a frequent basis to market the employment program.
- Maintains accurate participant records and tracks and reports on placement activities.
- Enter participant and employer activity data in required databases.
- Performs other duties as assigned by the Program Coordinator or Program Manager.

Minimum Requirements

Faith: This position does not have a faith requirement.

When Faith based is required: This position must be held by an individual who is a practicing Roman Catholic. There is no other background that can substitute for this requirement.

When Faith Based is not required: This position does not have a faith requirement.

Required Skills/Abilities:

- Bilingual in Spanish preferred, not required.
- Ability to engage and collaborate with people from varied cultural, socioeconomic, and demographic backgrounds
- Ability to build positive relationships with customers and employees at all levels in the organization.
- Physical ability to perform a variety of tasks and assigned work duties involving strenuous manual labor in outdoor projects and worksites.
- Maintaining a clean job site; picking up all tools and equipment and securing the job site each day to eliminate potential hazards.
- Independent worker who can work alone as well as with a team.
- Adaptable and sound judgement when faced with multiple, competing priorities.
- Excellent verbal and written communication skills.
- Excellent time management skills and highly organized.
- Detailed and accurate record-keeper. Excellent at tracking and keeping clear documentation.
- Knowledge of resources in the community. Existing working relationships with key resource agencies are strongly preferred.
- Ability to cope with and quickly resolve conflict and/or crisis situations.
- Strong technological/computer skills.
- Highly responsive and respectful of requests for information from staff and supervisors
- Use of a personal vehicle with up-to-date driver's license, insurance, and Colorado registration. Must have clean driving record.

Education and Experience:

- Education: Associate's degree in business or related field required, bachelor's degree preferred.
- A minimum of 2 years of experience supervising which includes responsibility for scheduling and inspecting the work of subordinates and insuring safety practices.

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Work Environment:

- Non-profit social service agency
- Business casual

Physical Demands:

WORKING ENVIRONMENT:	SELDOM	OCCASIONAL	FREQUENT	WORKING ENVIRONMENT:	SELDOM	OCCASIONAL	FREQUENT
COLD (50 F or less)		x		VISUAL ACUITY: Near		x	
HEAT (90 F or more)		x		VISUAL ACUITY: Far		x	
GASES/FUMES/DUST		x		COLOR DISCRIMINATION			x
HEIGHTS	x			HEARING			x
NOISE			x	SPEECH			x
CLIMBING (Stairs/Ladders)		x		MANUAL DEXTERITY			x
DRIVING		x		EYE/HAND COORDINATION			x
CRAWLING OR KNEELING	x						
BENDING			x				
WALKING/Uneven Surfaces			x	TRAVEL:			
WORKING ALONE			x	LOCAL			x
WORK WITH OTHERS			x	NATIONAL	x		
CHEMICALS/SOLVENTS	x			INTERNATIONAL	x		
				REPETITIVE MOVEMENTS:			
MOVING HEAVY ITEMS:				(please list)			
LIFTING/LOWERING	>20 lbs.	10-20 lbs.	< 25 lbs.	OPERATING MACHINERY:			
LIFTING OVER SHOULDER	> 10 lbs.	5-10 lbs.	< 25 lbs.	COMPUTER and MOUSE			x
REACHING OVER SH'LDER	> 10 lbs.	5-10 lbs.	< 20 lbs.	COPIER			x
REACHING FORWARD	> 10 lbs.	5-10 lbs.	< 15 lbs.	FAX MACHINE			x
PUSHING	> 10 lbs.	5-10 lbs.	< 25 lbs.	PRINTER			x
PULLING	> 10 lbs.	5-10 lbs.	< 25 lbs.	TELEPHONE			x
CARRYING	> 20 lbs.	10-20 lbs.	< 25 lbs.	OTHER (please list)			

Employee Signature

Date

Supervisor Signature

Date

Executive Director Signature

Date

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