

<b>Job Title</b>	Employment Specialist
<b>Employer/ Agency</b>	Horizon Outreach
<b>Job Description</b>	<p>Ensures at risk young fathers/military fathers develop vital employment, education and or entrepreneurial skills to increase their economic stability and mobility. Serves as mentor to fathers and assists them in creating a career pathway to employment in career positions. Through curriculum based activities and interaction with Case Manager(s), works to identify and reduce barriers to employment and ability of fathers and families to maintain self-sufficiency and economic stability. Assists in developing relationships with employers to hire clients.</p> <p>Assists clients in completing a Job Readiness Assessment, which serves as a benchmark of their: job-readiness skills, interests, aptitude, strengths weaknesses, abilities and competencies.</p> <p>Perform Weekly Outreach to One Stop Centers and local community venues to conduct Employment Outreach and Workshops. Will work with Local Texas Veterans Commission personnel and grant partners to recruit at risk young fathers/military fathers for program and assist in placing them in career positions. Seeks innovative ways to identify employment partners. Works with the Administrative Assistant and or designated staff member to facilitate delivery of workshops. Ability to meet weekly/monthly/qtrly performance reporting requirements. Ability to record client data in required performance reporting database. Coordinates schedule for client's weekly participation in Workshops as well as job searches and job fairs held (monthly/quarterly) at local One Stop Centers and in community. Ability to create a strategy that assists veteran families in developing a success plan to increase their economic stability and mobility. Ability to meet grant program goals and objectives. Ability to adhere to Horizon Outreach policies and procedures. Ability to actively engage fathers in workshops and perform required follow-up to increase their participation in workshops. Attends weekly staff meetings, partner meetings to keep abreast of program activities.</p>
<b>Qualifications</b>	<p>Bachelors and/or Master's Degree in Business and/or related field with 5 plus years of related experience. Proven track record in connecting clients to job opportunities and building relationships with employers. Ability to provide a sense of leadership to other staff members. Must be a team player who is professional, friendly and courteous to all Horizon Outreach clients and staff and possess the ability to work with a diverse multi-faceted team and clientele. Ability to meet monthly/qtrly/annual performance goals/objectives for grant. Ability to adhere to strict reporting guidelines and documentation of client's progress Must be a self-starter and have the ability to work independently. Must be able to adhere to company professional dress code requirements, and personnel policies and procedures as well as code of conduct and confidentiality guidelines. Ability to manage client files, document progress of client, and perform timely follow-up. Have the ability to meet monthly reporting requirements and program goals and objectives. Ability to drive 12-passenger van to transport clients to job interviews, One stop Centers and to outreach events if required. Experience working with individuals or families experiencing homelessness or low-income individuals, military veterans in a non-profit agency.</p> <p>Experienced in providing extensive employment services and knowledgeable of employment laws; especially those related to veterans. Must be Proficient in the use of database tracking systems, Microsoft Office (Excel, Word, PowerPoint) Have the ability to bring a sense of innovativeness and insight that would enhance the effectiveness of Horizon Outreach Programs. Ability to work a flexible work schedule which may include weekend work to meet clients/conduct workshops offsite. Ability to move 30 lbs. without assistance.</p>

	Horizon Outreach offers an excellent benefits package which includes: Vacation/Holiday Pay plus Health/Dental/Vision/Life Insurance
<b>Salary/Hours</b>	Exempt Salaried Position with Benefits (Vacation, Health Insurance, Paid Holidays) M-F 8:00 a.m. -5:00 p.m. Must be available to work late/weekends to perform case management duties and meet with clients if needed, and/or conduct workshops).
<b>Employer/Agency</b>	Horizon Outreach
<b>Address</b>	256 N. Sam Houston Pkwy, East Suite 115
<b>City, State, Zip</b>	Houston, TX 77060
<b>Contact Person</b>	Human Resources
<b>Telephone Number</b>	(713) 467-4966
<b>Fax Number</b>	832.553.3121
<b>Email Address</b>	<a href="mailto:career@horizonoutreach.org">career@horizonoutreach.org</a>
<b>Application Method</b>	Send resumes to <a href="mailto:career@horizonoutreach.org">career@horizonoutreach.org</a>
<b>Opening Date</b>	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.

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