



POSITION ANNOUNCEMENT
Employment Specialist
Delancey Street
1.0 FTE

Purpose:

This position is responsible to help individuals who are homeless or formerly homeless develop and implement their vocational plan to achieve their desired employment objective through marketing services and individuals to employers, and coordinating with team members.

Desired Education and Experience:

- A Bachelor's Degree in one of the behavioral sciences or related fields from an accredited college or university is preferred. Other relevant post secondary education may be considered.
- Minimum of one to two years work experience in rehabilitation services or a combination of residential and rehabilitation services to adults who have serious and persistent mental illness and chemical dependency is also required.
- Exposure to or knowledge of the local business community is desired.

Additional Requirements Include:

- Knowledge and ability to develop marketing strategies to promote Guild Incorporated Employment Services and develop job leads and resources by contacting potential employers with whom we do not have an established relationship.
- Ability to analyze needs of employers and communicate ideas to promote services and individuals in the job market.
- Valid MN Class D Driver's License, reliable vehicle, satisfactory driving record, necessary insurance
- Must be ambulatory and able to negotiate stairways.
- The ability to lift and carry heavy weights that could be up to or even exceed 40 pounds.
- The ability to work evenings and periodically on a Saturday.
- Must not be actively receiving services from Guild Incorporated and must not have received services within the last two years.

Key Responsibilities:

- Develop familiarity and analyze needs of the job market in Ramsey County through reviewing labor market information, contacting employers, and staying current on employment and volunteer opportunities.
- Assist participants to establish goals and identify steps and tasks to accomplish goals as written in the Community Employment Plan. Provide pre-employment services to participants as assigned.
- Present and market to employers and other members of the business community to develop relationships, procure job leads and provide education on Employment Services.
- Assist participants to locate and secure employment, education, or volunteer opportunity of their choice as indicated in the Community Employment Plan.
- Provide flexible individualized support so that the participant can succeed in his/her job or educational plan.
- Participate in the treatment team, provide information and expertise in the vocation area and promote vocational activity
- Communicate with the team and document individual service information to ensure continuity of services for participants including reliable, complete records.

About Guild Incorporated:

Guild Incorporated is a well established and growing non-profit organization, whose mission is to help people who have mental illness lead quality lives. We have over twenty years of experience serving adults with SPMI in Ramsey and Dakota counties.

To Apply:

Submit cover letter and resume to:

Mail: Guild Incorporated
Attn. Human Resources
130 South Wabasha Street
Suite 90
St. Paul, MN 55107

Fax: 651-450-2221

Email: employment@guildincorporated.org

Website: www.guildincorporated.org

Guild Incorporated is an Affirmative Action and Equal Opportunity Employer.