



# Urban League of Broward County Employment Opportunity

## Position Description

**Title:** Employment Specialist/Case Manager  
Division/Team: Economic Services/Workforce Development  
Supervisor: Program Coordinator  
Revised: January 2021

### PURPOSE OF POSITION

An **Employment Specialist/Case Manager** coordinates a wide range of activities to enhance program goals and objectives. The Employment Specialist/Case Manager conducts career assessment, advocacy, counseling, case management, job training and interagency collaboration to ensure effective and efficient delivery of services to clients.

### CORE DUTIES AND RESPONSIBILITIES include the following:

- Organizes and implements creative, innovative programming on a daily basis that results in positive achievements for participants.
- Provides orientation and career counseling to eligible participants in employment programs.
- Generates service plans, conducts case management and follow-up services on participants, as required by contract
- Assists participants in assessing their job skills for employment; instructs participants in application procedures, interviewing preparation.
- Provides job search/career information workshops and presentations for participants.
- Organizes and implements creative, innovative programming that results in increasing job retention and work habituation.
- Participates in outreach and recruitment activities by coordinating and attending job fairs.
- Assist participants in resume development and Instruct in application procedures, interviewing preparation;
- Identify specific job types for participants;
- Provides referral services and coordination for eligible participants.
- Maintains accurate and complete files for program participants as related to services and activities.
- Meets all performance standards and requirements for program contracts/grants or Urban League of Broward County.
- Submits timely and accurate reports and data related to the program and participants.
- Actively participates in Urban League of Broward County's special event committees and projects.
- Advises immediate supervisor or needs, trends and issues within the area of responsibility and recommend activities to address them.
- Serves as a liaison and contact person with other agencies to ensure coordinated and comprehensive delivery of services to participants.

- Develops and disseminates information to groups and individuals to promote increased awareness of the Urban League and its programs.
- Perform other related duties as assigned.

### **EDUCATION/EXPERIENCE**

Bachelor's degree (B.A.) from four-year college or university in counseling, criminal justice, social work, education or related human service area; one to two years related experience and/or training

### **OTHER SKILL, ABILITIES, AND QUALIFICATIONS:**

- Outstanding organizational skills
- Must possess excellent presentation skills.
- Excellent oral and written communication skills.
- Must work effectively with persons of all ages and diverse backgrounds, skills and abilities.
- Must be able and willing to work evenings and weekends as business needs warrant.
- Must be able to operate a personal computer using Microsoft Office Suite.
- Ability to carry out responsibilities with flexibility to adapt to changing organizational needs.
- Ability to balance the needs and expectations of multiple constituents.
- Positive and team-oriented attitude.
- Experience working with disadvantaged populations

### **OTHER**

- Must have a valid Florida Driver's License and a reliable transportation.
- Must have favorable Level 2 and Background Screening results.

**Submit Resume and Cover Letter to:**

**Senior Director of Human Resources & Training**  
[hr@ulbcfl.org](mailto:hr@ulbcfl.org)