

FRIENDS OUTSIDE IN LOS ANGELES COUNTY JOB ANNOUNCEMENT - JOB SPECIALIST

Position Overview - Three full-time (40 hours per week) positions are immediately available for employment at the following locations:

- Inglewood One-Stop Center, 110 S. La Brea, Inglewood, 90301
- Friends Outside's Pasadena office, 464 E. Walnut Street, 91101
- Friends Outside's Watts office, 1827 E. 103rd Street, 90002

Goal and Summary of Position - These positions will be responsible for ensuring that Job Placement and Job Retention goals are met or exceeded. These goals will include, but may not be limited to, the following: 1) Develop and maintain positive working relationships with the contracted number of employers who are willing to hire persons with criminal convictions; 2) Place a contracted number of clients into employment; 3) Assist a contracted number of clients to maintain employment. 4) Maintain accurate and complete documentation about all activities, services, and outcomes achieved.

Wages and Benefits - \$35,000 - \$38,000 plus health benefits, including a dental and vision plan, paid vacation, and non-matched, optional participation in a 403 (b) retirement savings plan.

Required Qualifications

- 3 years documented experience providing job development, job placement, and job retention services in Los Angeles County to persons with multiple barriers to employment.
- Demonstrated success in placing a minimum of 25% of clients into employment.
- High School Diploma.
- Very good oral written communication skills in English.
- Computer literate (Microsoft Office, including Excel, PowerPoint, Publisher, and Word).
- Very good organizational skills.
- Ability to manage or perform multiple tasks simultaneously and to meet deadlines.
- Flexible team player with a passion for Friends Outside's Mission.
- Valid California driver's license, automobile, and evidence of automobile liability insurance.

Preferred Qualifications

- Experience working with persons with criminal convictions.
- Familiarity with resources and employers in local community and surrounding areas.
- Bachelor's Degree in human services, counseling, or related field.
- 1 year experience conducting workshops and/or groups.

A criminal history does not preclude employment at Friends Outside but job candidates cannot be on probation or parole. All candidates are subject to a criminal history background check.

TO APPLY – Please submit your resume and a brief cover letter which summarizes your qualifications for the position and your interest in working at Friends Outside in Los Angeles County to the following: Mary Weaver, Executive Director, mweaver@friendsoutsidela.org. Submit both documents as attachments to the email. Applicants must follow these instructions in their entirety to be considered for the position. Please, no telephone calls. **Date of posting:** November 1, 2009.