



## Job Opening: Employment Specialist (Bilingual)

<b>Job title:</b>	Employment Specialist
<b>Employer:</b>	Tec Centro Lebanon – WEPA Empowerment Center
<b>Location:</b>	9 South 9 <sup>th</sup> Street, Lebanon, PA
<b>Status:</b>	Full-time, Non-exempt, 37.5 hours/week
<b>Salary/rate:</b>	\$20/hour (\$39,000 annually)
<b>Start date:</b>	Anticipated start, May 2023

**About us:** A division of WEPA, Tec Centro Lebanon is a newly established provider of bilingual education, skills training, and employment services for the unemployed, under-employed, and impoverished families in Lebanon County. We envision a community where everyone feels welcomed, all individuals have something of value to offer, and where people are empowered to become self-sufficient.

**Position Description:** The Employment Specialist will provide job placement assistance and job coaching services to individuals seeking employment. Day-to-day activities include: screening job applicants, providing assistance with resumes/job applications, identifying barriers to employment, and providing appropriate referrals to potential employers or services. The Employment Specialist will also maintain strong working relationships with businesses and employers and will promote employment opportunities by hosting on-site events, utilization of digital and print media, and direct contact with WEPA participants.

- Responsibilities:**
- Conduct intakes and screen applicants for employment services by reviewing records, gathering documents, observation, and conducting interviews.
  - Determine employment options best suited to applicants by matching job features to individual strengths and needs and connecting them to current openings.
  - Coach participants through the job search process including how to complete job applications, develop a resume, and interview preparation.
  - Assist participants to analyze their strengths and identify and address barriers to employment and/or training and make referrals as required.
  - Keep an up-to-date knowledge of community resources, workforce training opportunities, local employer needs, and make appropriate referrals.
  - Develop and maintain a database of current job openings and promote opportunities to program participants.
  - Coordinate job fairs and host on-site employer interview events to facilitate job placement.
  - Prepare, schedule, and deliver workshops on job search/preparation topics and teach Work Place Essential classes to WEPA participants as required.
  - Coordinate and conduct follow-up services for all job seekers, including verifying job placements.

## Candidate requirements:

### Education:

- Associate degree from two-year college or technical school or equivalent combination of education and experience
- Preference may be given to individuals who possess an associate degree or Bachelor's degree in social work, education, counseling, psychology, or a related field.

### Experience:

- One - two years of related experience and/or training, including case management.
- Preference may be given to those who have working experience in the Human Resource field or within a vocational education setting.
- Experience working with adult learners from underserved populations - strongly preferred.

### Skills:

- Bilingual – Spanish/English highly preferred.
- Excellent interpersonal skills and ability to work well with a diverse group of individuals.
- Excellent organizational skills and attention to detail.
- Excellent one-on-one and group presentation skills.
- Ability to communicate effectively and positively in writing, via telephone, e-mail, face-to-face, and other media.
- Strong case management skills.
- Ability to provide exemplary customer service to a diverse population.
- Ability to set and obtain short- and long-term goals with measurable results.

## Benefits

Full-time employees also receive an attractive benefits package which includes:

- Retirement
- Health, Dental and Vision insurance
- Life insurance
- Paid Holidays
- Paid Time Off
- [SBRA member benefits and nationwide discounts](#)

## How to Apply:

Send resume, cover letter and contact information for 3 references to:

[wepaempowercenter@gmail.com](mailto:wepaempowercenter@gmail.com)

or

[klitman@wepaempowercenter.org](mailto:klitman@wepaempowercenter.org)

or

WEPA Empowerment Center  
9 South 9<sup>th</sup> Street  
Lebanon, PA 17042



**Applications accepted until position filled**  
**For priority consideration, apply by April 9, 2023**