

**Employment Development Specialist** - Pro Action's Employment and Training Department is accepting applications for a full time, benefit-eligible **Employment Development Specialist**.

This position requires an associate degree in Human Services or a related field with a minimum of 3 years of experience working in Human Services, specifically experience working with the public and target populations. An equivalent combination of education and experience may be considered.

This position provides employment case management services to clients referred by the Department of Social Services and assists them with obtaining and maintaining employment. Will work with each client to develop short and long-term plans for employment, helping them address barriers that prevent them from entering the workforce.

Responsibilities include planning and conducting training to help clients become job-ready, enforcing program policies and procedures, and creating referrals for other services as needed. Will be responsible for accurate data entry, maintenance of files and reporting. Some travel within Steuben County may be required.

The **Employment Development Specialist** must be comfortable with public presentations. Must be able to communicate effectively with community employment resources, the Department of Social Services and program participants. Must have strong customer service skills and the ability to be empathetic to the situations and needs of clients. Must be able to accurately input customer intake and assessment information into various systems for reporting purposes. Effective listening and problem-solving skills and the ability to work independently are required for this position. Applicant must be proficient with Microsoft Office programs. This position requires maintaining a valid driver's license meeting agency standards and consistent, reliable transportation.

Apply before July 28, 2021, by submitting a letter of interest, resume and completed employment application to: Human Resources, Pro Action of Steuben and Yates, Inc. 117 E. Steuben St. Bath, NY 14810 or email to: [Jobs@proactioninc.org](mailto:Jobs@proactioninc.org).

*Pro Action of Steuben and Yates, Inc. is the Community Action Agency for Steuben and Yates Counties, working to combat the causes and conditions of poverty at the local level. We work to build a community of resilient individuals and families who can meet their basic needs, overcome adversity, and prosper.*

*It is the policy of Pro Action of Steuben and Yates, Inc not to discriminate against any applicant or employee, intern, volunteer, etc., based on race (including traits historically associated with race, such as hair texture and protective hairstyles), color, creed, religion (including wearing attire, clothing or facial hair in accordance with the tenets of religion), sex (including pregnancy, childbirth or related medical conditions and transgender status), gender identity or expression, reproductive health decisions, familial status, national origin, physical or mental disability (including gender dysphoria and being a certified medical marijuana patient), genetic information (including predisposing genetic characteristics), age (18 and over), veteran status, military status, sexual orientation, marital status, certain arrest or conviction records, domestic violence victim status, and any other status protected by applicable federal, state or local laws.*