

**PART-TIME POSITION
Employment Specialist
Title IV-D Court**

APPLICATIONS TAKEN UNTIL Position is Filled

Position Available: September 6, 2024

Please submit a copy of your job application to

Emily Anderson
Delaware County Court Administrator
3100 S. Tillotson Ave., Ste. 190
Muncie, Indiana 47302

A job application is available in the Human Resources Office, 3rd Floor, County Building 100 W. Main Street, Muncie, Indiana 47305. A printable job application is available on line at: <http://www.co.delaware.in.us/>.

NOTE: All county applications must be submitted for filing reference in the Human Resources Office as well as delivered to the above. If you are a county employee, you must still complete a county application.

Job Descriptions Attached

Pay: \$15.00 per hour; 28 hours per week



Delaware County Job Description

New Job Title	Employment Specialist	EEO Classification	Administrative Support Workers
Department	Title IV-D Court	EEO4 Function	Other
Supervisor	JUMP Director/Title IV-D Court	Job Grade	N/A
Work Schedule	Approximately 28 hours per week	Status	Part-Time
FLSA Status	Exempt	Position Type	Hired
Job Category	Unclassified (Temp, PT, Seasonal)	Effective Date	

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skills, and abilities required. Delaware County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

An Employment Specialist is an individual who helps people with career development, professional goals and long-term workplace success strategies.

RELATIONSHIPS

Reports to: Director of JUMP/IV-D Court.

Subordinate Staff: None

Other Internal Contacts: Other Courts and staff, Court Administrator, Probation,

External Contacts: Employers of business

JOB SUMMARY

An Employment Specialist will explain why certain processes and actions in the client's pursuit of employment is necessary and beneficial to the client's success. The Employment Specialist will assist clients to identify opportunities and provide advice and direction on how to best approach different projects, relationships and work plans. The Employment Specialist will also help clients develop strategies for improving performance in particular areas. This approach helps people understand not just how to do something, but why they need to do it.

JOB DOMAINS

A. In Office Work- 70%

1. Assist clients in identifying personal goals, developing skills related to employment.
2. Assist clients in obtaining employment, provide feedback on resumes if needed, assist with cover letters and strategizing for successful job interview.
3. Hold workshops, network and maintain relationships to actively promote job opportunities.
4. Entering data in the case management system.
5. Track and present monthly reporting documentation to IV-D Court.
6. Filing of progress related documentation on each client with IV-D Court.
7. Consistently follow up to ensure that progression is made by the client, through the program, to reduce the chance of non-compliance.

B. Out of Office Work – 30%

1. Contact employers from the community for job openings.
2. Making and keeping notes of all contacts.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of basic computer skills including word processing and Internet use.
4. Verbal communication skills to interact with various contacts.
5. Writing skills to prepare resumes.
6. Ability to organize, manage time and type.
7. Ability to work with people of different age groups and from different backgrounds.
8. Researching the job market and identifying opportunities in the industry.
9. Possess good analyzing skills.
10. Ability to develop confidence in the job seekers.
11. Ability to handle more than one client simultaneously and provide satisfactory assistance.
12. Ability to assist clients in seeking new employment opportunities by analyzing their interests.
13. Assessing the competency levels of every individual in a particular field through tests and counseling and providing feedback on their performance.
14. Assisting job seekers in increasing their knowledge in a particular field and helping them focus on the current requirements of the employers.

WORKING CONDITIONS

1. Required to work part-time hours.
2. Job duties are normally performed in standard office conditions with some out of office inquiries.

EDUCATION AND EXPERIENCE REQUIREMENTS

1. High school diploma.
2. Education and/or experience with Microsoft office products.

PROFICIENCY

1. It may take six (6) to nine (9) months to become proficient in this position.

2. Employee should stay current with local and statewide administrative rules, policies, and procedures, and adhere to the same to ensure continued proficiency in the position. The employee should become proficient within six (6) to nine (9) months as new rules, policies, procedures, technology, and applications arise.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES TO BE PERFORMED, BUT DOES NOT EXCLUDE OTHER OCCASIONAL WORK PROJECTS OR DUTIES AS ASSIGNED BY SUPERVISORS. THIS JOB DESCRIPTION IS SUBJECT TO CHANGE BY THE EMPLOYER AS THE NEEDS OF THE EMPLOYER AND REQUIREMENTS OF THE JOB CHANGE.

DOCUMENT HISTORY

Initial Document	Original Author: Jayne Meranda		Title: Director, DCCC		
	Department: DCCC		Date Drafted: 9/26/19		
Change History	Revision	Description of Changes	Approval Date	Approved By	
	0	Original Document	03/04/2020	Pam McCammon, HR Director	
	1	Updated	02/01/2023	Pam McCammon, HR Director	

The County has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the County reserves the right to change this job description and/or assign tasks for the employee to perform, as the County may deem appropriate.