

## JOB DESCRIPTION

### PLACEMENT SPECIALIST

#### A. General Description:

The central focus of the Placement Specialist role is place BLUEPRINT job seekers into open and available BLUEPRINT job orders with a specialized emphasis on the Community Venues job order. In fulfillment of this role, the Placement Specialist is responsible for interviewing job seekers to determine their qualifications, work history and areas of career interest. The Placement Specialist uses this information to match job seekers to open and appropriate job order. The Placement Specialist conducts follow-up communication with job seekers to facilitate job referrals and secure follow-up information. Additionally the Placement Specialist will contact employers to conduct outreach and follow-up. While working with job seekers provide services including but not limited to resume assistance, labor market information, assessment interviewing, and career counseling. The Placement Specialist documents all job placements, referrals, services and follow-up activities in the BLUEPRINT Access Database and the file system.

#### B. Qualifications:

- Bachelor's Degree (preferred)
- Professional or Para-professional experience in employment and training, counseling, interviewing, administration and/or private employment placement work. May substitute on a year for year basis for required college education.
- Must have at least 2 years of results oriented experience in job placement services and familiarity with the local job market and employers.
- Ability to learn BLUEPRINT policies and procedures.
- Must be able to evaluate information and discern the needs of clients with barriers to employment or other needs.
- Ability to use a keyboard and computer to enter and maintain data.
- Proficient knowledge of Google Mail, Microsoft Windows and Office 2007 (Word, Excel and Access).
- Proficient knowledge of internet navigation, applications and functionality.
- Proficient skill in the use of office machines (copier, fax, phone, scanner, overhead projector).
- Ability to speak effectively and understandably on the phone and with people in person.
- Ability to work individually and/or as a member of a team.
- Knowledge of the community and resources available within the community.
- Time management skills, ability to meet deadlines, and self starter.
- Physical and other requirements are: Ability to work under stressful conditions; Ability to work evenings, weekends and/or holidays – *if requested*; Ability to sit for long periods of time and Ability to use independent judgment.
- Experience in general teaching, training, instruction and/or facilitation
- Ability to speak effectively and understandably before groups of people
- Interpersonal and verbal communication skills
- Proven commitment to a customer-focused service delivery system

#### C. Responsibilities:

- Establishes relationships with Central Florida employers to utilize the BEO as a source of employee referrals.
- Utilizes knowledge of phone, email and business etiquette to professionally handle all job seeker and employer customer service related issues and interaction.
- Conducts pre-screening of referral candidates, in-person interview, and pre-employment assessments. Screens and refers candidates for additional interviews and assists hiring managers with interview when necessary. Provides timely follow-up and correspondences.
- Extensively utilizes phone, email and US mail to contact job seekers to facilitate job referral and to secure job referral follow-up information.
- Adherence to standards of professional and ethical conduct.
- Refers job seekers to job order vacancies.
- Interviews job seekers to match their qualifications with employer needs.
- Conducts or arranges for skill assessments if appropriate and reviews assessments results with job seekers.
- Updates job seekers records in the BLUEPRINT Access Database to ensure full, accurate, current and complete records.
- Critiques and reviews resumes, provides interview coaching and career counseling.
- Assesses job seekers and refers to appropriate community resource agencies to address employability issues.
- Documents all contact with job seekers and employers, maintains all employer files ensures all documents are complete, including but not limited to referral/change in status forms, job orders and all follow-up correspondences.
- Note: The BLUEPRINT Special Projects Manager has full discretion over the exact job duties and responsibilities assigned. The Placement Specialist should be prepared to take responsibility for tasks across the full spectrum of placement related work.

#### Other job duties as assigned

