

Job Posting
Employment Services Specialist (3)- Hartford (Full-time)

IRIS (Integrated Refugee & Immigrant Services, Inc. (www.irisct.org)) is a dynamic refugee resettlement agency with offices in New Haven and Hartford, CT. IRIS serves people from all over the world who have fled persecution in their home countries to start new lives and become self-sufficient, contributing members of their new communities. While IRIS has traditionally focused on helping refugees, it is increasingly serving our undocumented neighbors and other immigrants as well.

Job Summary & General Description:

The Employment Services Specialist (ESS) (3) contributes to the effort to help refugees, asylees, Humanitarian Parolees, and other immigrants find gainful employment and become self-sufficient. The ESS 3 is a permanent full-time position focusing 50% of time on job development, and the other 50% on the Wilson-Fish (MAP) program. The ESS will assist clients with their career development planning and supporting the actions needed to reach their goals. The ESS works in concert with Case Management, Health & Wellness and Education staff to trouble-shoot obstacles to clients' employment. The ESS helps maintain data collection and information sharing systems necessary for programming planning, reporting and continuity

In submitting an application for employment, the applicant grants IRIS permission to check references as well as question anyone who might be familiar with the candidate's job performance.

Specific Duties:

Employment Outreach Services:

- Help develop and maintain relationships with business owners, directors and managers in human resources and direct management especially
- Collect and share information about new employers and job opportunities with ES team members
- Follow up with employers to check the status of applications and to further reiterate interest; provide updates if necessary
- Troubleshoot and provide support after a client has started working; contact the employer regularly to check in and make sure all is well

- Research job trainings and certification programs and develop relationships with services providers to facilitate access for program participants
- Identify scholarships and tuition reimbursement opportunities
- Participate in Wilson-Fish program meetings to ensure close collaboration with program partners

Move Ahead Project (MAP):

- Work with specific clients, as assigned by Employment Services Manager and the other ESS, to investigate tailored job opportunities and help targeted clients through the application process
- Develop individualized career development plans and review these plans with participants every 6 months
- Teach best approaches to acquiring good speech and appearance habits
- Explain best practices to insure job retention and growth
- Using leads found/established by the Employment Outreach Specialist, suggest appropriate job openings to individual clients and help them follow through
- Strategize with team regarding best job matches for specific clients (drawing on information in our data fields as well as team knowledge of clients and employers)
- Advocate for specific clients and refugee employment in general with contacts in companies and organizations that hire throughout the region

Administrative Management:

- Keep up to date case notes for all clients
- Update various systems with case note and job report information
- Insure all relevant documents are properly placed in case files
- Keep employer data documents updated
- Keep client data documents updated

Reports to: Manager of Employment Services

Job Type: Full-time, Salaried position; 40 hours per week

Salary: \$ 48,000 - \$ 49,600

Benefits: Vacation (3 weeks/ year), Personal days (3 per year), Sick days (12 per year), holidays per IRIS schedule (currently 12 per year). Health, dental, vision, life, disability insurance. Eligible for 403b retirement plan after 1 year of employment

To apply, send an email to humanresources@irisct.org with the following:

- A subject line that says “Employment Services Specialist (3)- Hartford -YOUR NAME”
- A cover letter
- An attached resume
- Three professional references (at least two direct supervisors)

Applications will be reviewed as they are received and will continue to be accepted until the position is filled and no phone calls are accepted.