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Housing Not Jail (HNJ) Employment Specialist | 2021

Reports to	Housing Not Jail (HNJ) Supervisor	Position Status	Full-time, 40 hrs Temp, ends 12/31/21
Salary Range	\$16.10/hr to start	Job Location	MRC
EEO Class	Professionals	FLSA Status	Exempt (at \$17.10)
Shift	Monday- Friday, Days		

Job Summary

Housing Not Jail (HNJ) is a program developed by The Road Home within a Pay for Success model awarded by Salt Lake County Government. The objective of HNJ is to identify individuals who are persistently homeless, helping them obtain housing in the community and working with them to optimize housing stability by offering supportive services, including employment, behavioral health, and case management.

The Employment Specialist who will engage program participants and establish trusting, collaborative relationships directed toward the goal of obtaining employment in the community.

Job Duties

1. Assess program participants' vocational functioning on an ongoing basis, utilizing background information and work experiences to tailor job searches specific to each individual.
2. Conduct job development and job search activities directed toward positions that are individualized to the interests and uniqueness of the people on your caseload.
3. Contact employers to learn about the needs of local businesses. Describe supports offered by the HNJ program and the program participants' strengths that are relevant to available positions.
4. Write job support and employment plan with program participants, incorporating input from HNJ Case Manager, Therapist, and Housing Specialist.
5. Help foster motivation and develop skills while providing job coaching on effective job search techniques.
6. Monitor and evaluate progress of program participants.
7. Other duties as assigned.
8. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Education and Experience

- Bachelor's degree in a relevant field required.
- A history of working as an employment specialist with homeless or disenfranchised populations preferred.

Required Skills and Abilities

1. Must be dependable and reliable.
2. Ability to work individually in a self-directed manner and as part of a dynamic and collaborative team.
3. Excellent organizational skills.
4. Strong computer skills.
5. Strong knowledge of local job force and availability.
6. Ability to work in highly stressful situations while remaining professional and empathetic.
7. Strong interpersonal skills and ability to work with diverse populations.
8. Ability and willingness to accept direction from HNJ Program Supervisor.
9. Knowledge of workforce development principles and practices.
10. Knowledge of interviewing practices.
11. Commitment to delivering services within a Trauma-Informed framework.
12. Working knowledge of the Housing First philosophy and willingness to incorporate into your daily work.
13. Must have a clean driving record and be insurable by our agency insurance carrier
14. Demonstrated awareness of, and sensitivity to, diverse populations. Ability to contribute to the Agency's commitment to enhancing awareness and appreciation of diverse ethnic and culture heritages are particularly valued.
15. Must pass a pre-employment background check and drug screen.

Physical and Equipment Requirements

- Ability to lift 25 pounds
- Ability to stand and walk for at least an hour
- Ability and license to drive a vehicle

Instructions to Apply

To apply, please email your resume and cover letter to resumes@theroadhome.org and include the job title ***HNJ Employment Specialist*** in the subject line.

The Road Home is an Equal Opportunity Employer