

## HUMAN RESOURCES PLACEMENT SPECIALIST

Positions in this class specialize full-time in job and/or housing development and placement in the Division of Vocational Rehabilitation, local mental health agencies and departments of social services. Work involves: interviewing clients to assess basic factors that affect housing, employment, and/or socio-economic needs; contacting business/industry and/or governmental employees to develop job opportunities and/or on the job training situations; classroom instruction for job readiness; or contacting realtors and landlords to develop housing placements. In addition, positions resolve evictions and unsafe housing conditions. Provide supportive relationship counseling regarding job readiness, expectations of employers or landlords, etc. Work requires an on-going developmental role to overcome stereotypes for the particular group of clients or disabled as a whole and development of specific placements to fit each individual's needs.

### I. DIFFICULTY OF WORK:

**Complexity** - Responsibility is primarily in one area, however, could include a combination of housing, employment and/or socio-economic, but the tasks are varied in each depending on the particular client's problems or needs. The client's have a multitude of barriers so that the employees may work with the hard-core unemployable, socio-economically deprived, the emotionally disturbed, developmentally disabled, those with alcoholism/drug addiction, physical disabilities and multi-disabilities. In the area of housing, work frequently involves resolving evictions and dealing with the environmental stress and underlying emotional and social implications.

Employment placement requires analysis of: social barriers, the limitations and strengths that the disabling condition presents, work history, interests, the employment goals established by the counselor and client, and job readiness factors. Placements are primarily in the skilled/unskilled and paraprofessional occupations but may include professional or technical levels.

Employees may refer clients to other services as deemed appropriate based on assessment process.

**Guidelines** - Referrals come from the counselor, social worker, or possibly other service agencies serving the recipients, or self-referrals. Primary resources used are policies and procedures as defined by federal/state/county guidelines as relevant to the program/client.

### II. RESPONSIBILITY:

**Accountability** - Employees are responsible for seeking out viable business/industry; community employers or realtors/property owners to negotiate contracts for rent and repairs, on-the-job training, or limited financial assistance can initially commit these types of services.

**Consequence of Action** - *Housing:* frequently clients have been evicted or living conditions are extremely unsafe, and without quick, effective action families may be without safe, healthy living arrangements. *Employment:* work is with the disabled and/or unemployed that are creating further service needs and increasing costs to the taxpayer. Employment can mean that the individual becomes a productive citizen, and the individual's psychological well being is enhanced.

**Review** - Daily work is performed independently including setting own schedules and determining own directions. Majority of review occurs through weekly case staffing or individual conference with the supervisor to report trends in employment, progress of client and problems identified that may require further in-depth service from other disciplines.

### III. INTERPERSONAL COMMUNICATIONS:

**Subject Matter** - Work is with a variety of disabling conditions that can limit the individual's comprehension. Often, the client does not understand expectations of employers or realtors or their reciprocal responsibility, and they may require some motivational and confidence building.

**Purpose** - Work requires a lot of information sharing with agencies, employers, and landlords regarding client's needs, potential, and strengths. Typically, this type of client has poor work and housing records, plus the general public has stereotyped concepts of what they can do; therefore, work requires convincing and motivating the employer or landlord to give each individual an opportunity to prove himself.

### IV. WORK ENVIRONMENT:

**Nature of Working Conditions** - Work may require being out of the office in a variety of businesses, factories, construction sites, and similar settings which may be noisy, dirty, etc., or in clients' homes that may need repair or be unsafe.

**Nature and Potential of Personal Hazards** - Clients may at times be verbally abusive due to their extreme situations or their emotional problem, but generally physical harm is unlikely, but could occur.

### V. RECRUITMENT STANDARDS:

**Knowledges, Skills, and Abilities** - Considerable knowledge of types of housing or types of businesses/industries likely to employ skilled-unskilled and aide/para-professional individuals; considerable knowledge of economic, social, and environmental conditions of population served; general knowledge of basic limitations and characteristics of various disabling conditions and the barriers these present to employment from the individuals' and employers' viewpoint; general knowledge of various service/rehabilitation programs, including their purposes, service availability, and basic eligibility requirements; general knowledge of acceptable employment practices, interviewing procedures and relational-supportive counseling; skill and appraising basic needs and/or interests that affect housing or jobs and exercising good judgment in deciding on placement in timely fashion; skill in reading, writing, and mathematics to fill out forms, reports, etc.; skill in establishing rapport with a cross-section of the business community and client population served.

**Minimum Training and Experience Requirements** - Degree from a two-year technical school or community college associate program designed to prepare support personnel for human services agencies including a six months practicum/internship in similar setting and two years of experience in providing direct services to this type population where extensive coordination and liaison with community resources are required, or in personnel or similar field where work directly with a variety of types of work (an additional year of above experience may be substituted for the six months practicum); or graduation from high school and four years of the above experience; or a four-year degree preferably in a human services field; or an equivalent combination of training and experience.

**Special Note** - This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.

