



The Center for Employment Opportunities (CEO) is a nationally recognized, dynamic nonprofit organization dedicated to providing immediate, effective and comprehensive employment services to men and women with recent criminal convictions. We seek a part-time Pre-Placement Specialist who will work a 21 hour work week at our Mt. Vernon office. The position pays \$19.51 per hour.

The goal of the Pre-Placement Specialist is to select and retain participants eligible for CEO's services. Through early intervention and appropriate support services, the Pre-Placement Specialist is devoted to helping participants stay focused and motivated while working on transitional job sites and on their efforts to obtain permanent employment.

The Pre-Placement Specialist is CEO's key representative to Probation Officers: major stakeholders in our service delivery model. The ideal candidate must have the ability to deal with and resolve conflict, to build strong relationships with internal and external stakeholders and be a clear communicator.

He/she must be a self-starter, who is **solutions focused**, can think on his/her feet, **is highly organized, detail focused and has excellent time management and strong computer skills**. **Pre-Placement Specialist must be able to multi task well, stay task focused, be goal oriented, apply proactive thinking to their case management and recruitment activities and have a sense of urgency.**

Essential Functions:

The Pre-Placement Specialist works closely with the Job Developer.

A: Pre-Placement activities

The essential functions include, but are not limited to, the following:

- Recruit and perform initial screening of all referrals to ensure program eligibility
- Conduct Life Skills Education classes with incoming participants, utilizing assigned curriculum
- Perform Intake duties related to the collection of identification and documents needed and required for program enrollment
- Present enthusiastic, well prepared, organized and clear lectures and interactive classroom activities consistent with the CEO course syllabus

B: Coaching Activities

The essential functions include, but are not limited to, the following:

- Maintain weekly contact with participant, job developer, work site supervisors and Probation Officers.
- Maintain accurate records and meet Non-JSR participants weekly at the CEO offices
- Develop and produce a professional resume for each participant
- Review Passports To Success (this should occur on all JC appointment days) – enter data in computer
- Update notes in CRM system at each meeting with participants or after talking to participant via phone – notes must include reference to participant's progress to placement and must follow case documentation guidelines (attached)
- Record changes in participant's contact information in CRM system – **specifically inquire about participant's contact information at each and every contact with participant**

- Engage participants in on-going discussions about his/her overall participation in CEO's services – including explaining and discussing the short-term nature of transitional employment

Other Duties:

- Performs other job-related duties and responsibilities as assigned

Minimum Qualifications: College grad or 5 years experience working with disadvantage populations; Ability to communicate effectively with people from diverse cultures and backgrounds Bi-Lingual (English/Spanish)a plus

Proficiency Qualifications:

Self-starter, able to work independently and as a team member

Excellent leadership and organizational skills

Demonstrated ability to prioritize and coordinate a large number of projects with minimum supervision

Ability to effectively track cases

Goal-oriented, comfortable in a collegial, fast-paced environment

Excellent interpersonal, verbal and written communication skills: The ideal candidate must have the ability to deal with and resolve conflict, to build strong relationships with external stake holders, and be a clear communicator.

Well versed in MS Excel and Word and must have the ability to learn the CEO data base.

Commitment to the mission of CEO

To apply for this position, please send a cover letter explaining your qualifications for this job and a resume to:

Mary Bedeau

Director of Job Coaching and Retention Services

Center for Employment Opportunities

32 Broadway, 15th Floor

New York, NY 10004

F: 212-248-4432

Email: mbedeau@ceoworks.org

CEO is an Equal Opportunity Employer