



REO Job Description

Employment & Training Specialist

Billings MT (Must travel regularly to surrounding areas in Eastern Montana)

***Possible Hybrid Remote Position (part-time office/part-time home office)**

Areas of Responsibility

1. Recruiting, Community Outreach, Networking
2. Participant Intake, Eligibility, and Placement
3. Case Management
4. Other Duties as Assigned

Supervision Exercised: None

Supervision Received: Reports to and works under the supervision of the Executive Director.

Primary Job Duties: Supporting and working to achieve REO's mission:

"Because REO believes that everyone should have the opportunity for economic independence,

*REO: **Creates** employment opportunities*

***Educates** individuals, families, and communities*

***Advocates** for the elimination of poverty*

Recruiting, Community Outreach, Networking:

- Recruits participants for REO's National Farmworker Jobs Program and other REO programs as required.
- Develops, maintains and utilizes an active regional directory and referral network of community resources in order to provide comprehensive coordinated services to participants and to gain an understanding of the needs of each community the ETS works in. (WIOA/American Job Service Centers, social service providers, educational institutions, Community Management Teams, employers, community organizations).
- Works to recruit participants from target populations including veterans and Native American populations.
- Disseminates program information to the business community and other interested parties through presentations, social media, networking, and community involvement.
- Promotes REO's programs through exhibitor tables and presentations.
- Participates in REO fund raising and promotional activities.
- Travels as assigned to attend meetings and conferences.

Intake Interview and Application:

- Becomes familiar with Field Staff Operation Manual(s) and utilizes it to adhere to standard procedures and grant regulations.
- Is (or becomes) proficient in AVP (required participant database).
- Provides intake and orientation to prospective REO participants.
- Administers and interprets required assessments.
- Interviews participants to obtain information necessary to qualify for REO services.
- Enters applicant information into AVP.

Case Management:

- Informs participants and employers of program policies/procedures.
- Uses intake information and assessments to determine services and referrals and develops an individual plan for services.
- Places participants in training or employment. Determines necessary supportive services.

- Maintains regular contact with participants throughout their participation. Contacts each participant at a minimum every two weeks and documents meeting information.
- Provides assistance to participants throughout the course of their participation, fully documenting services provided and progress toward completion of goals.
- Develops classroom training schedules and on-the-job training (OJT) and work experience contracts in accordance with the IEP employment and/or training goals. Works with lead ETS for contract approval. Recommends modifications to training plans if needed.
- Assists participants in obtaining employment. Monitors participant progress and conducts required follow up.
- Other duties as assigned

Minimum Qualifications

Education/Experience:

An associate degree plus two years of experience in employment and training is required. Five (5) or more years of progressively responsible experience may be considered in place of a degree. A bachelor's degree in social work, human services, education or a related field is preferred. Bilingual (Spanish) skills are preferred.

Abilities & Skills:

Develop and maintain effective working relationships.
Ability to understand and apply complex federal program regulations.
Excellent computer skills.
Effective oral and written communication skills.
Self-Directed and ability to work independently.

Other Requirements: Travel is required. Employees are required to have reliable transportation, a valid driver's license, and auto liability insurance.

Probationary Period: One year (12 months).

Background Check:

Final offer of employment is contingent on permission for background checks necessary to ensure suitability for employment in a publicly funded human service program. All employment offers are conditional, pending review of background and reference checks.

Hourly Pay:

\$38,000-\$41,000 yearly (DOE) and full benefits package

To Apply:

Please send resume, cover letter, and 3 current professional references to the REO Administration office:

Email: jami@reomontana.org

Please direct questions to Jami Anderson Lind, Executive Director – Phone: 406-442-7850