



Employment Development Specialist –

Pro Action's Employment and Training Department has a full time opening for an Employment Development Specialist.

This position provides employment case management services to clients referred by the Department of Social Services and assists them with obtaining and maintaining employment. Will work with each client to develop short and long-term plans for employment, helping them address barriers that prevent them from entering the workforce.

Responsibilities include planning and conducting training to help clients become job-ready, enforcing program policies and procedures and creating referrals for other services as needed. Will be responsible for accurate data entry, maintenance of files and reporting.

The **Employment Development specialist** must be comfortable with public presentations. Must be able to communicate effectively with community employment resources, the Department of Social Services and program participants. Must have strong customer service skills and the ability to be empathetic to the situations and needs of clients. Must be able to accurately input customer intake and assessment information into various systems for reporting purposes. Effective listening and problem-solving skills and the ability to work independently are required for this position.

This position is 37.5 hour per week with benefits. To apply, please submit a letter of interest, resume and completed [employment application](#) to: Human Resources, Pro Action of Steuben and Yates, Inc. 117 E. Steuben St. Bath, NY 14810 or email to: Jobs@proactioninc.org. EOE.