



# CECIL COUNTY GOVERNMENT

## POSITION ANNOUNCEMENT

October 23, 2020

### DEPARTMENT OF SOCIAL SERVICES

### FIP EMPLOYMENT SPECIALIST

The Department of Social Services seeks a professional FIP Employment Specialist with a starting **hourly rate of \$15.75**. The primary purpose of this position is to divert FIA work-eligible applicants into unsubsidized employment and to provide case management to engage TCA and SNAP recipients preparing to return to work-eligible status in work-preparatory activities, work experience activities and to obtain sustainable employment and achieve independence.

Supervision: Provided by the FIA TANF II Program Manager (Human Service Administrator I). ***This position is contractual and grant funding is contingent upon approval on an annual basis. County benefits include paid time off (PTO) accruals, holiday pay, health coverage, and deferred compensation.***

**Position requirements:** Bachelor's Degree in related field is required; Minimum of one (1) year experience providing case management preferred; must have a valid Driver's License with a driving record accepted under the County's Policies and Procedures.

**Duties:**

- Conducting individual work assessments with work-eligible FIA applicants, providing guidance on seeking employment, and issuing job contacts for return at Cecil Works. Will develop assessment materials, updating as necessary to meet program needs.
- Facilitating weekly Cecil Works (up-front job search group meeting), including:
- Performing WORKS data-entry on any customers diverted to employment at Pre-Screening or during up-front job search process. Completing other WORKS data entry or reports at the request of the TANF II Program Manager.
- Engaging FIA applicants and active customers in appropriate work activities through the use of interviews, the Family Independence Plan, and collaboration with other Family Investment staff, community groups, and businesses.
- Monitoring and documenting customers' engagement in work activities through the use of interviews, the Family Independence Plan, weekly contact including in person, on site visits, time sheets and other documents, and collaboration and communication with other Work Opportunities and FIA staff, community groups and businesses.
- Assess FIA applicants and active customers, initial and/or ongoing, for appropriate placements by interviewing customers, obtaining complete and accurate data, and collaborating with Work Opportunities staff to determine work program compliance and completing the Online Work Readiness Assessment (OWRA).

- Instructs welfare-to-work customers in employability-based training including but not limited to resume building, interviewing, communication techniques and styles, completion of applications, teamwork/cooperation, and conflict resolution.
- Overseeing Non-Custodial Parent Employment Program (NPEP) referral process including data-entry of weekly Child Support (CS) referrals into WORKS, assists with communication between CS and vendor as necessary, conveys referral list to vendor.
- Facilitating monthly meetings for FIA recipient subpopulations that prepare them for becoming work eligible. Targeted populations include, but are not limited to: Child Under 1, Pregnant, Disabled. Responsibilities include issuance of invitation letters and maintaining customer Excel file, developing monthly agenda and activities, scheduling speakers, and completing any follow up paperwork per SOP.
- Conducting daily Pre-Screening of TCA applicants to divert customers from welfare. Explains welfare reform requirements. Completing monthly Pre-Screening Report. Complete Cares screening for applicants.
- Attends internal or external trainings or meetings related to FIP Unit activities, WORKS, TCA, SNAP policy at the discretion of the TANF II Program Manager
- Participates in special projects or assignments related to TCA job placement and/or improving the Work Participation Rate.
- Assists TANF II Program Manager with vendor mail delivery, pick-up, processing (CARES clearance/ narration, WORKS data-entry)
- Performs basic changes for the TCA and SNAP Units related to work program status changes. Issues 1052 requests for medical documentation and work referrals
- Provides back-up clerical assistance to FIP Unit at the direction of the TANF II Program Manager. Duties may include filing, making packets, pulling mail, performing basic CARES narration.

**Application procedure:** Please visit [www.ccgov.org](http://www.ccgov.org) to complete an online application and submit a resume.

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