

# LUTHERAN SERVICES FLORIDA

# JOB

# OPPORTUNITIES

The following position is currently open. If you would like to apply for an opening listed, please submit a memo with a resume stating your qualifications. Your resume must be received within five (5) business days. Non-exempt employees must have six (6) months tenure and exempt employees must have one (1) year tenure in current position to be eligible for posting. Lutheran Services Florida is an Equal Opportunity Employer. Drug Free Workplace.

POSITION	PROGRAM/ DIVISION	FT/PT E/NE	EDUC./EXP. REQUIREMENTS	RESPONSIBILITIES	STARTING SALARY
<b>EMPLOYMENT SPECIALIST I</b>  Contact: Raul DaSilva rdasilva@lsfnet.org  JPR 2511, PAF 24151, Pos 5236	<b>PINELLAS MANPOWER – TAMPA BAY REGION (Pasco)</b>	<b>FT/NE</b>	-High School Diploma or GED  -Two years responsible work experience in a related field (refugee, community worker, public relations, education or children)  -Social service experience helpful  -Computer proficiency preferred  -Able to speak English and a second language fluently  -Excellent written, organizational, verbal, interpersonal communication skills with persuasive abilities -Job development and placement experience preferred -Must exercise discretion in dealing with sensitive issues and good judgment -Able to follow written and oral instructions -Dependable and reliable -Must possess a clean/valid Florida Driver's License, reliable transportation and proof of insurance	-Review and complete intake forms with demographic information -Completes date entry forms for case opening and closure -Completes assessments and discusses it with Case Manager in order to determine special needs assistance or referral to other providers -Develop an employability plan for the client and a self-sufficiency plan within 10 days of intake after interviewing client -Ensures that client attends Employment Preparation and Orientation Sessions as part of their intake process and as mandated by the contract -Ensures that clients are engaged in countable activities immediately after intake is completed and as required by the WTS rules and regulations	<b>\$23,926</b>