**SUMMARY:** This position would support care management teams at The Bridge through providing resource coordination and planning for guests whose care and housing plan includes employment. The Bridge Employment Specialist will be responsible for ensuring that guests have the right skills to obtain and maintain employment, providing appropriate referrals and linkages to supportive services that lead to employment obtainment, and coordination with employers to maintain steady availability of open jobs to offer to guests seeking employment.

**RESPONSIBILITIES:**
- Act as primary contact for Texas Workforce to research and locate employment opportunities for persons who have experienced homelessness.
- Locate and work with local employers to understand their needs and build a relationship towards matching job candidates to available job openings.
- Respond to both care manager referrals and walk ups of guests who need employment connection assistance.
- Prepare guests for successful job obtainment through assisting with skill set assessment, mock interviewing, resume creation and training, as relevant to guest need.
- Follow up with guests who have obtained employment to ensure that placement is maintained through standard 90-day probation period.
- Maintain HMIS documentation of job obtainment numbers, job retention rate, and other services provided.
- Organize and facilitate regular job fairs on campus, or virtually when necessary, to bring job opportunities to guests on campus.
- Participate on any continuum of care committees as relates to employment.
- Perform other duties and responsibilities as assigned and within time frame specified.
Bridge Steps

Job Description

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Housing Employment Specialist</th>
<th>Department:</th>
<th>Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports To:</td>
<td>Housing Programs Manager</td>
<td>FLSA Status:</td>
<td>Exempt</td>
</tr>
</tbody>
</table>

- Work in tandem with Bridge staff and primary guest care managers to monitor and coordinate all activities within existing care and housing plans.
- Through employment assistance and coordination with primary care manager encourage progression towards housing.

MINIMUM QUALIFICATIONS:

- Bachelor’s degree (Master’s preferred) in Social Work or related field.
- Three to Five years’ experience in social work or human services field to persons experiencing homelessness preferred.
- Additional experience working within the employment services arena strongly preferred.

IMPORTANT QUALITIES:

- **Compassion:** Must have compassion for homeless population and be able to show compassion in stressful and difficult situations
- **Interpersonal Skills:** Must be able to make our guests in shelter and in housing feel comfortable in discussing sensitive issues and barriers.
- **Organizational Skills:** This position requires proper documentation and that all reporting is accurate, well documented, and completed in a timely manner.
- **Problem Solving Skills:** This position works with guests, housing navigator, care management team and leadership to solve any issues that prevent housing placement or may threaten continuation of housing for program participants.
- **Time Management Skills:** This position must multi-task and track closely each guest’s independent timeline as they process through the program and ensure intakes, recertifications, and exits are all done in a timely manner based on each guest’s stage in program completion.
### Bridge Steps

**Job Title:** Housing Employment Specialist  
**Department:** Services

**Reports To:** Housing Programs Manager  
**FLSA Status:** Exempt

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**WORK ENVIRONMENT:**

This position must understand the possibility of exposure to inside environmental conditions such as infectious / communicable diseases, blood and bloodborne diseases, odors, and dust. There is also the possibility of physical and/or verbal abuse from guest. It is recommended that employees get tested for TB every six months or as often as they choose. The Bridge offers free testing. See Human Resources on the testing schedule.

**NOTE:** Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

I can perform the essential functions of this position.

___________________________  ____________________________  ____________________________  ____________________________

Employee Signature  
Date

___________________________  ____________________________  ____________________________  ____________________________

Human Resources Signature  
Date