



Southern Arizona's Premier Social Service Agency

Old Pueblo Community Services is an EOE/M/F/VET/DISABILITY Employer

Employment Services Manager

The Employment Services Manager is responsible for the implementation and oversight of employment services at OPCS. This includes the successful implementation and expansion of the Homeless Work Program (HWP), as well of overseeing all staff within OPCS that deliver employment services, and staff that deliver SOAR services to assist individuals in obtaining Social Security benefits. The Employment Services Manager will also provide direct services to clients participating in the HWP program to include AHCCCS enrollment, and navigation to local employment service programs, apprenticeship opportunities, emergency shelter, and permanent housing. The Homeless Work Program is designed to reduce barriers to employment for those that are homeless by providing casual contractual labor, with cash payment for the day of work, and immediate access to supportive services.

Employee Benefits

Competitive Salary , Employer Subsidized Health Insurance for Employee **and Family**, Employer Matching 401 (k) plan (after 1 year), Employer Subsidized Dental Plan and Vision Plan, Paid life insurance, Employer Paid Training, 160 Hours Paid Time Off (PTO) Per Year

Selected by the Tucson Metro Chamber of Commerce as the best non-profit for Workforce Development in 2019, and Outstanding Non-profit in 2014.

Employment Services Manager Duties and Responsibilities:

1. Responsible for the oversight of assigned OPCS programs and staff.
2. Ensure assigned staff meet required competencies in all aspects of their job duties.
3. Support staff in assessing client's education, work experience, skills, and job interest and matching them to available employment, training, or other opportunities/services.
4. Supporting staff in identifying challenges or barriers that might hinder employability, and assist staff in identifying services, supports, or referrals to community resources.
5. Support staff in overcoming barriers associated with assisting clients in obtaining SSI/SSDI benefits.
6. Assist in budget management.
7. Interview and hire prospective employees.
8. Complete performance evaluations for assigned staff per agency guidelines.
9. Provide direct services to clients participating in the HWP program when needed.
10. Document services provided in OPCS' electronic health record.
11. Maintain all resident files in a confidential manner and in compliance with HUD and HIPAA standards.
12. Identify and coordinate all HWP worksites.
13. Build and maintain community connections that will provide streamlined services for HWP participants, that will facilitate ongoing worksites, and that will improve employment service outcomes within OPCS.
14. Provide referrals to training, specialized courses, apprenticeships, and continued education as necessary for skill development.
15. Educate prospective employers about various barriers to employment, disabilities, and vocational implications, use of assistive devices, job accommodations and facility services available to them.
16. Other duties as assigned.

Employment Services Manager Qualifications: Associates degree in a related field plus 2 years of experience working directly in career development/employment services OR a combination of education and experience preferred. Prior experience managing career development/employment services a plus.

Job Status
Full Time

Pay Range
\$22.46 - \$28.08

Pay Comments
Salary based on experience.

We are willing to train those who are passionate about helping people and willing to go the extra mile to help the client.

Mail Resume/Application to:

Ms. Jeanie Pike
HR Director
Old Pueblo Community
Services
4501 E. 5th St.
Tucson, AZ 85711

Email Resume/Application to:
hr@helptucson.org



Employment References, drug screen and background check is conducted pre-employment.

Knowledgeable of personnel management techniques with strong communication, administrative and interpersonal skills. Willingness to learn and practice evidence-based practices, such as Motivational Interviewing, Housing First and Harm Reduction. Experience working in racially, ethnically, and socio-economically diverse urban communities. Highly organized, creative, entrepreneurial, flexible, and able to manage multiple tasks concurrently. Ability and willingness to work a flexible schedule. Exceptional interpersonal skills; ability to be a leader and a team player. Strong computer skills - Advanced Microsoft Office skills required (Word, Outlook, Excel, and PowerPoint). EHR experience preferred. Possess and maintain valid CPR/First Aid Certification. Valid Arizona driver's license, proof of auto insurance and reliable transportation required. Bilingual, Bicultural and/or Veteran a plus.