



Position Title: Emergency Services and Employment Specialist

Department: Social Services

FLSA Status: Full-time Exempt

Location: Lincoln, Nebraska

Reports to: Regional Director of Social Services-Lincoln

Date Created: July 2020

God has called **us** to **build up** the **Body of Christ** in southern Nebraska through the spiritual and corporal works of mercy. We are **called** to **grow** in holiness, **walk** in trust, **serve** with integrity, and **faithfully** proclaim the Gospel.

Position Summary: The Emergency Services and Employment Specialist will assist clients in emergency services and if needed, in securing employment, while working with vendors and employers in the community.

Essential Functions:

- Meet with applicants in regards to emergency cash assistance for housing, utilities, vehicle repairs, etc.
- Gather all necessary financials and personal applicant information to determine eligibility.
- Serve as a liaison for applicants to various vendors including: landlords, community services; communication with vendors regarding payment timelines.
- Document and perform data entry of all applications/conversations with clients
- Contact community agencies to create relationships and/or refer applicants.
- Attend and represent CSS at various community meetings surrounding the issues of housing, employment, financial sustainability, etc.
- Assess client skill and competency so as to act as a liaison for those seeking employment opportunities.
- Assist clients in job applications, filling out applications, understanding job descriptions, and the interview process.
- Work with employers to build relationships and gain opportunities for clients.
- Complete all required reporting to meet compliance standards.
- Send monthly reports to the Regional Director of Social Services.
- Represent, communicate, and integrate authentic Catholic social teaching in the presentation of CSS' mission.
- All other duties as assigned.

Preferred Competencies:

- Communication; written and verbal
- Cooperation
- Teamwork
- Problem Solving

Catholic Social Services does not discriminate in employment on the basis of race, color, religion, sex, national origin, age, marital status, personal appearance, family responsibilities, physical or mental disability, political affiliation, status as a veteran, or any other basis protected by applicable Federal and Nebraska laws.

- Ethical
- Organizational Support
- Safety and Security

Qualifications:

- Associates or bachelor's degree in business, economics, marketing or sales, social services, or similar field preferred.
- Bilingual competencies in either Arabic, Spanish, Karen, Kurdish, or Ukrainian is preferred
- Must be knowledgeable about the Catholic Church and support its moral and religious teachings.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, use hands to handle or feel, reach with hands or arms, climb or balance, talk or hear. The employee must regularly lift and/or move up to 15 pounds.

Working Environment:

While performing the duties of this job, the employee is primarily indoor working conditions. The noise level in the work environment is usually moderate.

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