



## POSITION ANNOUNCEMENT

### Placement Specialist

#### About Us

La Casa de Don Pedro, Inc. (LCDP) was founded in 1972 by a group of local activists seeking to establish educational and charitable programs to meet the needs of Newark's Puerto Rican community.

Named in honor of Don Pedro Albizu Campos, LCDP has since evolved to become the largest Latinx-led organization in the state of New Jersey, serving 50,000 Newark and Essex County residents annually under three central pillars: Early Childhood (Prenatal, Early Head Start, Head Start, and Pre-K); Healthy Homes (Low Income Home Energy Assistance Program, Weatherization, Lead Remediation/Abatement); and Community Empowerment (Women & Family Center, Immigration, Workforce Readiness, Youth Enrichment, Housing & Home Ownership Support, and Community Organizing). For more information, please visit [www.lacasanwk.org](http://www.lacasanwk.org) and be sure to follow @lacasanwk on all social media platforms.

#### Who we Seek

La Casa de Don Pedro seeks a Placement Specialist who will support the Managing Director and Senior Director of Operations in assisting with the day-to-day administration and operations of the Community Empowerment pillar. To be successful in this role, the Placement Specialist should have excellent time management skills, be highly interpersonal, and a creative team player. The Placement Specialist will serve as an integral member of the Community Empowerment team and will contribute to the overall efficiency of La Casa de Don Pedro by providing personalized and timely support.

#### Duties and Responsibilities:

- Conducts one-on-one job counseling sessions with program participants where work history is assessed and guidance in strategic employment, retention & advancement plans, and training & work support is provided.
- Organizes Job Fairs at La Casa de Don Pedro.
- Contacts employers and acquires employment leads to be filled by La Casa de Don Pedro participants and community members seeking employment.
- Establishes relationships with local agencies/vendors and other community-based organizations that will lead to volunteer and internship opportunities for program participants.
- Obtains placement documentation such as employment verification forms and paystubs for reporting purposes.
- Responsible for conducting follow-up with employers and participants monthly to ensure job retention post placement.
- Acts as a mediator and intervention agent between employer and participant in cases where such intervention is warranted.
- Collaborates with the Opportunity Youth Network (OYN) and Adult Education Coordinators and together with the OYN Career Counselor to prepare timely and appropriate job readiness and life skills workshops for program participants.
- Remains current with all Labor Market Statistics, Trends, Employment Databases/Sites, and Career and Employment Social Media Applications.

- Prepares participants with basic employment practices and job readiness skills in preparation of interviews and employment.
- Additional duties as assigned.

**Educational, Required Skills and Experience Requirements:**

- Bachelor’s Degree in Social Services preferred.
- Minimum of 2 years’ work experience in providing job readiness, job placement, and job development services.
- Excellent organizational, oral and written communication, presentation, and interpersonal skills.
- Bilingual and bicultural Spanish/English a significant plus.
- Ability to work independently, handle multiple tasks, be creative and a team player.
- Valid New Jersey driver’s license required.

**Physical Requirements:**

- Traveling is required for in-town and out-of-town trainings and conferences.
- Position requires sitting, standing, and/or walking for long periods of time.
- Must be able to lift 15 lbs. at a time.

*\*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.*

**Compensation, Schedule, and Other Information:**

- **Employment type:** Full-time
- **FLSA status:** Non-exempt
- **SOC code:** 21-1012
- **Reports to:** Senior Director of Operations
- **Schedule:** Monday – Friday; 8:30am – 4:30pm
- **Compensation:** \$27.47 per hour
- **Fringe Benefits:** Health, employee assistance program, vision, dental, life insurance, paid time off, paid sick leave, and 401k retirement plan offered.

**To Apply**

- Please send a resume along with a thoughtful cover letter via e-mail to [careers@lacasanwk.org](mailto:careers@lacasanwk.org) with “**Placement Specialist**” in the subject line.
- No telephone calls. Only candidates considered for an interview will be contacted.

*La Casa de Don Pedro, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including sexual orientation, gender identity and pregnancy), status as a parent, national origin, age, disability (physical or mental), protected genetic information, political affiliation, military service, non-merit based factors, or any other characteristic protected by law. We encourage candidates from historically underrepresented backgrounds to apply.*