

EMPLOYMENT SPECIALIST – The Geo Group, Vineland

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Description

Benefits Information:

*** Now Hiring with a Sign On Bonus Payable In Quarterly Installments ***

Full-time employees will enjoy a competitive benefits package with options for you and your family including:

- Paid Time Off
- 401(k) Matching
- Vision Insurance
- Health Savings Account
- Employee Discount
- Disability Insurance
- 401(k)
- Dental Insurance
- Flexible Spending Account
- 14 Paid Holidays + Birthday Holiday
- Health Insurance
- Life Insurance
- Tuition Reimbursement
- Reduced Tuition Rates
- Employee Assistance Program
- Pet Insurance
- Paid Training
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The compensation and benefits information is accurate as of the date of this posting. The Company reserves the right to modify this information at any time, with or without notice, subject to applicable law.

Equal Opportunity Employer

Responsibilities:

Are you looking for a career you can feel good about? We hire only those that strive to do their best. By joining our family, you'll receive the honor and recognition that comes with working for the industry's global leader in evidenced based rehabilitation.

Who We Are:

GEO provides complementary, turnkey solutions for numerous government partners worldwide across a spectrum of diversified correctional and community reentry services. From the development of state-of-the-art facilities and the provision of management services and evidence-based rehabilitation to the post-release reintegration and supervision of individuals in the community, GEO offers fully diversified, cost-effective services that deliver enhanced quality and improved outcomes.

Why Work for GEO:

- At GEO, we believe that diversity in our workforce and the inclusion of a variety of views, perspectives, and backgrounds are integral parts of our company's success.
- We believe that work is more than a place you go every day. It is about being inspired and motivated to achieve extraordinary things.
- Employee benefits play an important role in making The GEO Group a great place to work. At GEO, we believe in the three pillars of employee wellbeing: physical, emotional, and financial. With comprehensive benefits and competitive wages, we trust that you will find all the resources you need here to be successful.

Summary

This position is responsible for developing and coordinating employment job searches for participants in the community, including initial assessment, scheduling, and supervision of offenders. The employee is responsible for ensuring that all field and phone surveillance requirements are met. In addition, it provides individual and group job readiness discussions and training in accordance with organizational policies and contract requirements.

Primary Duties and Responsibilities

- Employment Specialists shall interview participants to determine their specific employment, training and vocational needs.
- Conducts training workshops for on-site staff as necessary to familiarize them with all facets of the requirements for obtaining employment for the benefit of program participants.

- Develops and maintains relationships with business and industry organizations to ensure that employment programming is current and relevant to the current labor market and to promote the Supervised Offenders employment placement.
- Obtain the certification of Offender Workforce Development Specialist (OWDS) as provided by the U.S. Department of Justice, National Institute of Corrections or the NJLWD within one (1) year of employment at the CRC Program.
- Contacts prospective employers and employment services by phone, mail and in-person to describe the program's objects and solicit cooperation in providing job opportunities.
- Prepares and keeps current a list of all prospective employers and jobs available in the area.
- Establishes a referral system.
- Meets with participants to establish a job search work plans that is both viable and realistic.
- Conducts group meetings with unemployed clients weekly to teach job search skills including application completion, resume writing, or interviewing techniques so that they might present themselves in a more positive way to prospective employers and increase their employment potential.
- Develops and maintains a job bank, referral sources for vocational training classes, and Community Resource Manual so that updated employment opportunities and resources will be readily available to clients.
- Develops and maintains working relationships with the state, county and federal program administrators who can aid participants with on-the-job training and education. Contacts other available sources of subsidized assistance training programs.
- Makes entries in clients' files regarding employment and school status and progress so that progress can be measured and assistance given, as needed.

- Maintains or exceeds employment goals that have been established by management to improve client's morale and enhance self-esteem through employment.
- Maintains confidentiality obtained through job duties regarding employees, vendors, participants, outside agencies, etc. so that sensitive information is only given on a "need to know" basis.
- Complies with work rules and policies as explained in the company Employee Handbook, and the Facility Policies and Procedures Manual; and responds positively to directives from managers and supervisors in a cooperative spirit to ensure conformance to standards.
- Communicates effectively with all levels of staff in a manner that promotes a team spirit and a sense of cooperation.
- Performs other duties as assigned.

Qualifications:

Minimum Requirements

- Bachelors Degree with two (2) years of experience in duties relating to locating jobs for the general public or a specific population and one (1) year experience in job search and job retention methods.
- Must hold a current and active Driver's License and be insurable by The Company's insurance company.
- Familiar with community work force needs, public and private agencies, and employment services.
- Bi-lingual (English/Spanish) skills preferred.
- Ability to instruct.
- Ability to maintain positive community relationships.
- Ability to effectively interface with participants and staff.
- Ability to motivate and create an atmosphere of enthusiasm toward work ethic.

- Ability to work with computers and the necessary software typically used by the department.

GEO Reentry Services LLC.

Pay:Pay USD \$21.50/Hr.Bonus (if applicable):\$2500 Sign On Bonus

Numbers & Facts

Location

Vineland, NJ