



Employment Specialist – Hire Expectations

Location:
Lawrenceville, NJ

Position Type/Classification:
Full-Time / Exempt

Reporting To:
Hire Expectations Program Manager

Compensation/Salary Range:
\$54,000 – \$58,000

Organization Overview

The mission of HomeFront is to end homelessness in Central New Jersey by harnessing the caring resources and expertise of the community. We lessen the immediate pain of homelessness and help families become self-sufficient. We give people skills and opportunities to ensure adequate incomes and to increase the availability of adequate, affordable housing. We help families experiencing homelessness advocate for themselves individually and collectively.

Job Summary/Objective

At HomeFront, we believe that with the right tools and support, every family can succeed. As a vital member of our Hire Expectations team, the Employment Specialist plays a key role in empowering participants to achieve long-term self-sufficiency through meaningful employment and career advancement. The Employment Specialist builds strong partnerships with local employers, training providers, and community agencies to connect participants with opportunities that lead to sustainable employment.

In addition to job readiness training, including resume development, job application support, interview preparation, and employability skill instruction, the Employment Specialist helps participants identify and access relevant training, certification, and education programs. The role also includes coordinating practical experiences through the Community Work Experience Program (CWEP), maintaining employer relationships, and monitoring participant progress in the early stages of employment. Recognizing that barriers such as housing instability, legal issues, and health concerns can impact success, the Employment Specialist works in close collaboration with the broader HomeFront team to ensure each participant receives comprehensive, integrated support.

Through data tracking, consistent case notes, and collaboration with partner agencies, the Employment Specialist ensures accountability and continuous improvement, helping participants access the tools they need to succeed and thrive.

Essential Job Functions and Responsibilities

- Establishes partnerships and collaborations with local employers and companies that will afford opportunities for participants to be hired
- Network with area employers, schools, and agencies to identify industry needs/trends and actively foster training/staffing relationships with area businesses
- Manage Community Work Experience Program (CWEP), coordinating CWEP supervisors and participant experiences
- Conduct and connect participants with training, certification, and education programs
- Collaborate with the Employment Coordinator to develop and support Individualized Employment and Action Plans through regular one-on-one meetings with participants
- Work cooperatively with Hire Expectations team to provide occupational guidance, assist with training and job placement, and develop employment competencies
- Prepare applicants for employment through assistance with resume writing, filling out of applications, and practicing interview techniques and etiquette
- Match applicants with appropriate employment opportunities and continue to communicate with employers to monitor participants' performance for the first three months of employment
- Instruct the employability and work skills curriculum
- Actively seek training opportunities that will result in higher employability rates, wage increases, long-term job security, employer-funded continuing education, and desirable benefits
- Transport participants to interviews and job fairs as needed
- Support the Hire Expectations team in meeting the needs of both program participants and overall program goals
- Develop and maintain collaborative relationships with HomeFront colleagues to ensure a holistic delivery of services to meet all participants' needs
- Enter and maintain accurate and timely client data, individualized education plan, and notes in case management software (Apricot) and student files
- Ensure and protect agency, employee and participant confidentiality and enforce program guidelines and safety regulations and other duties as assigned

Required Experience and Education

- Bachelor's degree in business administration or related field
- 3 years of workforce development experience
- Valid driver's license and satisfactory driving record
- Proficiency in Microsoft Office Suite

Preferred Experience and Education

- Knowledge of State, Trenton, and Mercer County Agencies, surrounding county businesses, organizations, and demographics
- Bilingual in Spanish
- Familiarity with Apricot system

Physical Demands

- This position is in an office setting, ability to sit for long periods of time, utilize office equipment, lift files, and move freely are needed.
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Schedule

- This is primarily a daytime role, but flexible scheduling may be required based on program needs.

Travel

- Some local travel may include accompanying or driving participants to events

Disclaimer

This position description neither constitutes a contract of employment nor is designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice. Company may exercise its employment-at-will rights at any time.

HomeFront, Inc. is an equal opportunity employer. We welcome employees and prospective employees without regard to race, religion, national origin, gender, age, disability, marital status, gender identity or expression, sexual orientation or veteran status.