

## **Position Classification for CL 23 - Community Resource Specialist**

This position is located in the U.S. Probation & Pretrial Services Office, District of New Hampshire. The incumbent is responsible for assisting offenders in the area of employment, GED assistance, and vocational training. The specialist serves as an in-house authority regarding all aspects of employment assistance, GED, and vocational training.

### **Representative Duties:**

Determines and evaluates available resources.

Use professional skills to identify and assess the specific needs of offenders relative to employment, GED, and vocational training.

Provides career counseling and/or plan development regarding their goals, objectives, and activities that lead to employment and/or increased income. Plans are developed by matching the knowledge of labor market demands with recognition of the job seeker's strengths, abilities, barriers, and consideration of supportive service needs.

Works with offenders towards integration into the job market through cross-training, mentoring, and the use of up-to-date technology.

Provides assistance to offenders who are interested in attending school.

Monitors and evaluates progress towards implementation of offender's goals. Development of Outreach Programs in cooperation with appropriate personnel engaged in providing counseling services, with educational institutions, and with employers in order to ensure maximum assistance to offenders who have completed or are participating in vocational rehabilitation programs.

Promote continued improvement in skills.

### **Factor 1, Job Requirements:**

Background in employment and career counseling, planning, and placement skills.

Must possess good social skills, as well as basic skills in business, English, marketing, economics, finance, and psychology.

Knowledge of local employment market/data, current, and most up-to-date labor market services which may be offered.

Time management, written, and interpersonal communication skills are necessary. Good judgment is needed to employ strategies, methods, techniques, and approaches of interpersonal communications.

Ability to use keen diagnostic skills through analytical appraisal to assess what training, employment, and/or other resources would best serve to assist the offender in the short-, medium-, and long-term.

Must possess good computer and record-keeping skills in order to assist the offenders with employment and training opportunities.

**Factor 2, Scope & Effect of Work:**

The incumbent's work assists the officers and the Court by developing programs for offenders with specialized needs.

The incumbent's position is intended to promote the development of career and job opportunities for offenders and to provide quality service to employers by determining the level of supportive services needed.

The incumbent's work with offenders has a direct impact on the rehabilitation of the offender. Assisting offenders with skills assessment and job opportunities helps them become self-sufficient and productive members of society.

Employment is necessary to people to give them purpose, meaning, and value to their lives, not to mention money. To see positive change taking place for an offender is rewarding. Society also benefits from successful supervision by saving the costs of incarceration.

**Factor 3, Complexity:**

Motivating and encouraging offenders who often see themselves negatively is difficult. Inspiring offenders is taxing.

Employment counselors must be creative and persistent at times in order to assist offenders in developing their goals. Determining the effectiveness of programs in conjunction with other professional personnel is also difficult.

Staying up to date on developments in specialized areas of education and employment adds to the complexity.

**Factor 4, Work Parameters:**

Probation officers are available for discussion and to provide background information on offenders. The incumbent schedules and completes work independently.

**Factor 5, Personal Interactions:**

The incumbent actively works with offenders and probation officers to assist in employment and educational opportunities.

Contacts with social and service organizations, employers, and employment agencies occur on a regular basis.

Community service agencies are routinely contacted to arrange for offender's needs in the areas of training and employment.

**Factor 6, Environmental Demands:**

Work requires contact with probation officers in assisting persons who may have violent backgrounds. Work is performed in an office setting.