



<b>Job Title</b>	Human Resources Assistants, Except Payroll and Timekeeping		
<b>Direct Reports</b>	N/A		
<b>Department</b>	Workforce Development	<b>Reports To</b>	Director of Veteran Employment
<b>Work Location</b>	Pittsburgh	<b>Hours</b>	Monday-Friday 8:30am-4:30pm

<b>Job Purpose</b>	Assist Veterans with finding employment that aligns with their skills, experience, and education. Meet with unemployed/underemployed Veterans and their family members to conduct: career counseling, resume creation, mock interviews, and provide job leads. Conduct outreach efforts throughout Western PA to make Veterans aware of the services available to them and grow the number of employers that VLP works directly with for veteran employment.
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**Principal (Essential) Duties**

Shadow the Director of Veteran Employment and complete the following duties, as assigned:

- Identify Veterans’ abilities, interests, barriers to employment, willingness to enter into employment, needs for supportive services, skills and/or services needed to be acquired to be employable.
- Create a formal Training and Employment Development Plan for each client, including measurable action items and timelines.
- Outreach directly to targeted population of Veterans through partner agencies, collaborations with the Department of Veterans Affairs, Workforce Investment Boards, CareerLinks, and other linkages. Announcements at meetings of Veterans, Military Service Members, and Service Providers.
- Represent VLP at a variety of public forums and community events held by other service providers (federal, state, local, civic, private, faith-based, community) and present information about the career services provided to Veterans by VLP.
- Collaborate with multi-sector team to plan and participate in Stand Down, an event connecting Veterans to VLP.
- Refer clients for additional supportive services, including housing, counseling, etc.
- Conduct Intake (if applicable) of Veterans into VLP’s career service programs or enroll/refer into suitable program.
- Deliver supportive services related to employment to clients, including vouchers for transportation, clothing, etc.
- Refer clients to Job Training Programs, related to Occupations / Industries in Demand & those offered through the Local Employer & Training Network.
- Provide follow up services to enhance clients’ placement / retention in employment.
- Maintain client confidentiality and adherence to HIPAA requirements at all times.
- Complete all required documentation in a timely manner consistent with VLP guidelines and program requirements..

**Main Objectives**

- Develop strong interpersonal skills.
- Demonstrate the ability to manage multiple priority projects.
- Demonstrate initiative and the ability to handle a variety of activities concurrently in fast-paced environment.
- Demonstrate the ability to meet deadlines along with attention to details a must.
- Develop excellent written and verbal skills.
- Demonstrate the ability to be self-directed, flexible with strong problem-solving abilities.
- Develop presentation skills along with professional behaviors, attitude and appearance.
- Develop proficiency and knowledge of Microsoft Office Suite.



- Knowledge of demand-driven approach to employment services, job development strategies and labor market trends in a range of occupational fields (professional, skilled, semi-skilled and industrial).
- Extensive experience in resume writing.
- Ability to support the organization’s mission along with sensitivity of cultural and workplace harmony.

**Qualifications**

- Demonstrated ability to treat people with respect under all circumstances and instill trust in other;
- Good computer skills including use of internet search tools, intranet and Microsoft Office Suite;
- Awareness and appreciation for military culture, military families and veteran issues.

**Time Commitment:**

- Program Start Date: tbd
- Time Commitment of 30 hours per week; Monday- Friday during hours of 8:30am to 4:30pm;
- Program duration to equal 4 to 6 months of participation.
- Program Mid- Session Evaluation: tbd
- Program End Date: tbd

**Training and Orientation Plan**

1<sup>st</sup> Month

- Meet all VLP staff and complete VLP programs orientation
- Shadow direct supervisor to learn tasks and objectives of role
- Complete VLP training plan to learn best practices and safety policies

2<sup>nd</sup> Month

- Begin completing tasks, as assigned by supervisor, with oversight
- Create and implement ideas regarding position and growth of the organization

3<sup>rd</sup> – 6<sup>th</sup> Month

- Complete tasks as assigned by supervisor