



EMPLOYMENT SPECIALIST

Bridge House's Ready to Work Program which provides paid transitional employment and housing for individuals transitioning to stability, seeks well-qualified, self-motivated candidates to provide employment case management services for homeless adults and ex-offenders. This position is responsible for individual employment case management, teaching employment classes, cultivating relationships with employers, and addressing issues that impact job readiness, job retention, and the ability to thrive in our transitional living program.

ABOUT US

Ready to Work is a program of Bridge House which ends homelessness one person at a time with a sidewalk-to-housing continuum of programming from low-barrier basic needs to its innovative Ready to Work program, Colorado's first work-first solution for adults experiencing homelessness that is sustainably changing lives through paid employment, housing, and case management with locations in Boulder, Aurora, and Englewood (2025). Participants are employed by one of two social enterprises: outdoor crews or Community Table Kitchen Catering.

BRIDGE HOUSE MISSION STATEMENT

Bridge House believes in, respects and empowers people who are experiencing homelessness. We connect them to employment and housing opportunities so they can realize and embrace their future.

LEARN MORE: boulderbridgehouse.org/ready-to-work and follow our impact @bobridgehouse on Facebook and IG.

RESPONSIBILITIES AND DUTIES

- Collaborate with Ready to Work case management staff on job readiness and job placement services within Ready to Work.
- Identify client barriers to employment and help client's access resources to eliminate them.
- Assist clients with resume writing, online application and interviewing skills.
- Coordinate the use of our computer lab and supervise volunteers.
- Provide direct client assistance with creating employment plans and job search assistance.
- Assist in creating and maintaining on-site employment support services in our transitional living program.
- Cultivate new and existing employer relationships – provide info on RTW, visit employer location, initiate relationship with HR Department or manager.
- Create weekly plan – including scheduled interviews – for RTW trainees who are job search eligible.
- Meet with transitioning clients weekly.
- Attendance at weekly house meeting and presentation of employment tip.
- Assist aftercare participants in getting better jobs, and help out when employment problems come up.
- Attend local and industry specific networking events, including job fairs, professional organizations, etc.
- Maintains and updates client data.
- Participates in case conferences, staff meetings, and shift changes to promote communication between all staff involved with residents in program.
- Provide input to case management team on trainee performance.
- Coordinates monthly review of trainee/supervisor performance reviews.
- Responsible for hard copy files with relevant forms for work and housing related requirements.
- Manages the collection of credit reports for trainees, and meetings with mentors to assist trainees in financial discussions.
- Coordinate the use of our computer lab and supervise volunteers.
- Work with outside providers that will be providing employment groups and activities in the building for residents, or at outside facilities.
- Coordinate Intern Program, including supervising the work they do in the house.
- Document and participate in discussion of potential interns for move in.
- Monitors compliance with policies and procedures in resident handbook.
- Promote and model the values and vision of Bridge House and Ready to Work, in day to day work and in relationships with community partners and the public.

- Provides crisis intervention for residents.
- Performs other duties, as assigned.

QUALIFICATIONS AND SKILLS

Education: Bachelors Degree or equivalent experience

Experience: 6 months of human service experience or other relevant experience

Knowledge, Skills, and Abilities:

- Strong commitment to providing opportunities for homeless men and women to reach stability
- Ability to work with little or no supervision.
- Working knowledge of issues relevant to homelessness and legally mandated clients.
- Excellent written and verbal communication skills.
- Knowledge of (or ability to learn) program policies and procedures.
- Ability to verbally de-escalate situations, or the willingness to learn verbal de-escalation techniques.
- Ability to work effectively with angry, argumentative, resistant, and possibly intoxicated clients in an understanding, consistent, and stable way.
- Must show excellent judgment regarding client-related issues, including confidentiality, legal and emergency crisis situations.
- Physical assessment and intervention skills, including basic first aid training and CPR training.
- Culturally sensitive, with the ability to work effectively with clients from diverse populations.
- Ability to work well under stress.
- Ability to work well with coworkers and the public.
- Must have CPR certification (current or within three months of hiring).

COMPENSATION AND BENEFITS

- This is a full time, in-person, essential, benefit-eligible position traveling between Ready to Work locations and directly reporting to the Officer of Programs
- Hourly rate dependent on experience, starting at \$22/hour
- Health insurance with dental and vision options
- 403b investment opportunity
- Sick, holiday, and floating holiday pay

TO APPLY

Please email a cover letter and resume to: natasha@bhrtw.org

Immediate start date. Applications will be accepted until the position is filled.

NON DISCRIMINATION POLICY

Bridge House is an Equal Opportunity Employer and is dedicated to the spirit of the intent of equal employment opportunity. We prohibit unlawful discrimination on the basis of age, race, color, gender, sexual orientation, national origin, religion, disability, genetic information, or any other applicable status protected by state or local law. This policy applies to all areas of employment and includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as clients, vendors, consultants, etc.