

POSITION DESCRIPTION

Easter Seals TriState

CLASSIFICATION TITLE: Workforce Development Specialist CCMEP/WIOA

EMPLOYMENT STATUS	Full-time	REPORTS TO	Manager, Youth Services
FLSA STATUS	Non- Exempt	WORK-SITE	Warren County Ohio Means Jobs
EXEMPTION TYPE	N/A		

DISTINGUISHING JOB CHARACTERISTICS

Provides case management services to youth enrolled in CCMEP services including working with schools, and community providers to ensure youth engage in academics and work readiness training as well as assisting youth in completing their graduation requirements and connect to employment and/or post-secondary education.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans With Disabilities Act, in accordance with its requirements.

Individual Served Related Functions: _____

Rating

Provides ongoing, objective, and customized assessments of the academic levels, work skill levels, and service needs of each youth

Develops an Individual Opportunity Plan for each participant according to the policies and procedures established by Job and Family Services and the DOL

Conducts outreach and recruitment of youth for WIOA services

Identifies and arranges for new or continuing services and activities that meet individual youth's needs. This may occur when youth complete services, are becoming disengaged, and/or are facing new barriers to success.

Conducts follow-up for twelve (12) months after each youth's exit.

Serves as an advocate for youth in securing needed services and navigating the complexities of the service delivery systems

Conducts training seminars and support groups for youth participants.

Documentation Functions: _____

Rating

Document service interventions, services received and follow up to ensure services are meeting the needs of the youth and are also within the guidelines of the WIOA service model.

Keeps accurate records by completing and maintaining required documentation including case notes, monthly reports, intake forms, activity logs, mileage/expense reports , etc.

Works well with community providers and develop working partnerships that embrace the needs of youth.

**General Functions: _____
Rating**

Develops good partnerships with community providers/resources (WIOA and non-WIOA) and make appropriate referrals and conduct follow-up to ensure youth needs are addressed within the guidelines of the WIOA service model.

Makes appropriate referrals to existing community resources and conduct follow up.

Be creative in meeting the needs of youth. Think outside the box.

Attends meetings as required by supervisor, vice-president or agency.

Maintains confidentiality of consumer files and other sensitive subject matter.

Works assigned schedule, exhibits regular and predictable attendance and works outside of normal schedule as needed to meet workload demands. Performs other related duties as required.

OTHER DUTIES AND RESPONSIBILITIES

SCOPE OF SUPERVISION

None

EQUIPMENT OPERATED

Motor vehicle; computer; telephone, fax machine, copier and other general office equipment.

CONTACTS WITH OTHERS

General public; employers; consumers; referral sources; agency and governmental representatives.

CONFIDENTIAL DATA

Consumer files.

WORKING CONDITIONS

Normal office working conditions. Employee is occasionally exposed to road hazards and dangerous persons.

USUAL PHYSICAL DEMANDS

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable

While performing duties of this job, the employee regularly exhibits digital dexterity when entering data into computer. The employee regularly sits, stands and walks for extended periods of time. Employee converses with others in person and by telephone. Vision demands include close, relatively detailed vision when focusing on a computer screen or driving a motor vehicle. Employee occasionally lifts varying weights up to 10 pounds when moving files, boxes, equipment or supplies.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of: intervention strategies; emotional, mental and physical disabilities; general principles and methods for working with persons disabilities; job training methods; vocational and habilitation programming; general principles and methods of leading a job search; labor market; computer software, applications and programs.

Ability to: negotiate and obtain jobs for consumers; exercise patience in dealing with persons with disabilities; work independently demonstrating initiative; exhibit flexibility in work schedule and job tasks; develop and maintain effective working relationships with associates, supervisors, job contacts and general public; maintain accurate and complete work records; accurately post information to written records; maintain confidentiality of sensitive subject matter; deal effectively with job behavior problems; identify job site problems and recommend viable solutions.

Skill in: verbal and written communication; interviewing; operating general office equipment; general typing; application of job software programs; filing documents in alphabetical, numerical, chronological and subject order; collaborating with organizations and businesses; planning scheduling and organizing work; maintaining good public relations.

QUALIFICATIONS

An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. Bachelor degree in human services or related field preferred.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

Ability to meet background check requirements and supply required documentation as outlined by ESTS policies.

LICENSURE OR CERTIFICATION REQUIREMENTS

State Motor Vehicle Operator's License

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

EMPLOYEE UNDERSTANDING

_____/_____/_____
Employee Date