



CAREER OPPORTUNITY

Job Title: Career Specialist
Department: Employment & Training
Reports To: One-Stop Services Coordinator
Location: 101 E. Edwardsville Road, Wood River, IL 62095
Starting Salary: Madison County AFSCME Pay Step Plan Grade 9- \$20.36/hr
Hours of Work: Monday – Friday, 8:30 a.m. - 4:30 p.m.
Closing Date: September 26, 2017

QUALIFICATIONS

- Education: A bachelors degree in counseling, human services, social work, or related field
- Experience: One (1) year related experience
- A valid driver's license
- A degree may be substituted with a combination of college course work and related work experience, with at least two (2) years of work experience as a substitute for each year of college
- "Any qualifications that are not on the job description, but would be preferred if they do" is preferred

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- responsible for registration, intake, assessment, job placement assistance, case management and follow up of job seekers in Title I Workforce Innovation & Opportunity Act Programs
- provides customers with career and education information, current employment trends, growth occupation projections and the job search assistance necessary to achieve their employment goal
- creates and maintains customer/participant files which include the accurate and timely completion of forms and paperwork, collects necessary documentation, tracks job referrals, interviews, placements and other appropriate information and enters into a state wide tracking system
- maintains knowledge of One-Stop Partner programs makes appropriate referrals
- assists customers utilizing materials in the Resource Room such as the computer lab, resume applications, Internet Job Search, videos, software, career exploration and self-assessment tools, etc.
- facilitates, plans, schedules and conducts workshops or seminars for customers designed to address career planning, to increase customers' knowledge of effective job search strategies, and to provide orientations in a group setting
- provides literature about department resources/programs to organizations and members of the community to promote recruitment and market services
- develops work experience sites for both adult and youth, refer customers to work sites and assists with the collection of time sheets and the distribution of payroll
- performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above

Qualified individuals please submit applications to:

Anthony Fuhrmann- Madison County Employment & Training, 101 E. Edwardsville, Rd., Wood River, IL 62095
Jobs@co.madison.il.us

Visit <http://www.co.madison.il.us/jobs> for application and full posting.