

JOB OPENING

Career Specialist (Employment & Training) Grant Funded Position

Qualifications: A bachelors degree in counseling, human services, social work, or related field, one (1) year related experience and a valid driver's license are required.

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.

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

SUBMIT ALL APPLICATIONS BY JUNE 2, 2017

Kristen Poshard, Administrator
Madison County Community Development
101 E. Edwardsville Road
Wood River, IL 62095

Salary Range is \$20.36/HR to \$24.13/HR Grade 9

This position is covered under the AFSCME Union contract and supervision is provided by the One-Stop Services Coordinator

An Equal Opportunity Employer