



BOONSLICK REGIONAL PLANNING COMMISSION JOB DESCRIPTION

JOB TITLE:	Workforce Specialist
REPORTS DIRECTLY TO:	Functional Leader, Missouri Job Center - Warrenton
SALARY RANGE:	\$27,000 - \$32,000
GENERAL DESCRIPTION:	The Workforce Specialist has the general responsibilities of providing case management services to program participants and assisting customers in the Job Center.

SPECIFIC RESPONSIBILITIES:

- Screen potential participants, through the intake process, for program eligibility.
- Prepare all participant forms or other documents required for program participation.
- Refer participants to non-WIOA programs, when applicable.
- Address barriers to employment the program participant may face.
- Explore career interests and aptitudes with program participants.
- Provide guidance to participants related to employment and training goals.
- Set up training opportunities for eligible participants, working closely with training providers to document attendance and progress.
- Maintain participant files and notes to document all activities.
- Maintain contact with the participant during program participation and complete follow-up activities as required.
- Develop relationships with area businesses to determine and their employment needs and work to address them.
- Contact employers to develop potential worksites for both work experience and full-time employment opportunities for program participants.
- Develop and maintain a strong working relationship with area school and service providers to ensure they are aware of the WIOA Youth program and services that can be provided.
- Conduct workshops to share information and skills. Research ideas and contact presenters who can provide workshops for program participants
- Provide information and/or make presentations to appropriate groups as requested.
- Assist customers in the Job Center, when needed.
- Attend meetings and training opportunities, as directed by supervisor.
- Abide by all applicable agency, state and federal regulations or guidelines affecting program activity.
- Other duties, as assigned by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to interact with others on an interpersonal level.
- Ability to learn quickly and apply knowledge to the job requirements.
- Familiarity using a computer and software programs.
- Strong verbal and written communication skills.
- Strong organizational skills
- Ability to handle confidential information in an appropriate manner.

OTHER FACTORS:

- Valid driver's license required.
- Some travel required.
- Some out of region overnight trips to conferences/trainings.

DESIRED QUALIFICATIONS:

- Degree in an appropriate field and/or experience in employment and training activities, job development, or related fields preferred.
- Experience with customer service preferred.
- The ability to relate to participants and employers as demonstrated by previous experience or education is required.

This job description is meant as a general explanation of some of the responsibilities and expectations for this position. As the demands of the organization change, so too might the demands of this position.

This job description is meant as a general explanation of some of the responsibilities and expectations for this position and in no way constitutes a contract for employment.