

## **Career Specialist - (415)**

St. Clair County - Belleville, IL - Belleville, IL 62220 US (Primary)

Full-time

Probationary Salary: \$21.00/hour Entry Level Salary: \$23.00/hour

### **JOB DESCRIPTION**

A complex position requiring knowledge of federal, state, and local regulations; the skill to advise clients in selecting the most appropriate educational and training options available to them; and the ability to manage a large caseload. This position significantly impacts on each participant's opportunity to gain employment and self-sufficiency. It also impacts the department's ability to meet performance goals and to pass all federal, state, and local monitoring reviews. In addition, this position figures significantly in the Workforce Development Group's ability to meet the service demands of a customer driven program.

### **PRINCIPAL DUTIES:**

Provide a full range of employability development and case management services to an assigned caseload under Workforce Innovation and Opportunity Act (WIOA) Title I, Trade Adjustment Assistance Act and all related workforce development programs.

Determine eligibility of applicants under various WIOA funding streams. Provide accurate information concerning eligibility criteria, documentation requirements and application procedures. Complete all forms, collect required documentation related to eligibility determination, and maintain this information in client files and other record keeping systems.

Assess applicant suitability for employment and training programs and services. Refer appropriate applicants to programs not managed by WIOA. Provide information on the full range of available services and counsels applicants about the same.

Refer all suitable applicants to objective assessment. Review assessment reports with applicants, as well as applicant's job training and supportive service's needs.

Develop an individual employability plan (IEP) for each applicant, record all case management related information including the individual's employability development plan. Update the IEP on an on-going basis.

Provide participants with career and education information, as well as current employment trends, growth occupation projections and job search assistance.

Enroll each assigned participant into one or more appropriate WIOA Title I, Trade Adjustment Assistance Act or related training programs and/or supportive services. Maintain a current and accurate enrollment record for all assigned participants. Complete exit records as approved by the Field Office Supervisor.

Manage program budgets in accordance with obligation and de-obligation system procedures and instructions. Authorize payments for participant training and service costs.

Monitor participant's achievement of performance standards. Maintain regular contact with all participants assigned to case load.

Enter all appropriate participant information including training, service and termination records into the IWDS system. Maintain knowledge of partner programs and be able to make appropriate referrals and effective coordination.

Perform all general customer service activities including responding to general inquiries, assisting with orientations and other outreach activities and facilitating services in Southwestern Illinois workNet™ Center Resource Rooms.

Maintain knowledge of WIOA programs and related federal, state, and local policy and regulations relevant to WIOA Title I and Trade Adjustment Assistance Act.

Maintain a professional working relationship with and knowledge of other agencies and programs to facilitate the referral of applicants in need of other services as well as the necessary exchange of information relative to common clients.

Prepare routine and special reports as directed by Field Office Supervisor.

Perform other duties as assigned.

#### KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of federal, state, and local regulations of all WIOA titles, Trade Adjustment Assistance Act and programs, and other related workforce development programs. Ability to comprehend and apply regulatory intent and make objective decisions concerning eligibility, program suitability and assessments.

Effective oral and written communication skills to ensure completion of accurate, informative files. Ability to write reports and professional correspondence with accuracy. Ability to communicate to officials, supervisors, individuals, or groups effectively.

Ability to evaluate the personal characteristics, barriers, educational and work experience, interests, aptitudes, and temperaments of applicants and participants in terms of their occupational viability.

Knowledge of the principles of individual appraisals, vocational advising, testing, and counseling theories and practices.

Ability to deal effectively with the public, employers, service providers, educators, and representatives of public and private agencies.

Social service skills and knowledge of the social and supportive service resources available to clients.

Ability to collect, analyze, interpret, and report data.

Problem solving and decision-making skills at a level to justify the services provided to clients and the actions taken in providing such services.

Ability to operate and use computers and office equipment.

Ability to perform all physical functions and activities essential to position including but not limited to daily attendance; travel as required; sitting for long periods; use of computer keyboard and monitor; and lifting client files.

#### EDUCATION AND EXPERIENCE:

Bachelor's degree in counseling, Social Science, Education, Psychology, or related field from an accredited college or university required.

Two or more years of responsible case management experience required.

Knowledge of Workforce Innovation and Opportunity Act and Trade Adjustment Act programs is preferred.

Non-Union position