

# **Job Description**

## Workforce Specialist

### **Function**

To lead the recruitment effort for workforce development and to coordinate and manage reporting processes

### **Duties and Responsibilities**

Workforce Specialist performs a range of duties, including the following (but not limited to):

- Contribute to the development and implementation of recruitment strategies and initiatives
- Source and recruit candidates for various workforce training initiatives
- Provide information about workforce training programs to prospects
- Screen and interview potential candidates to assess their qualifications and fit
- Assist in enrolling candidates in workforce training programs, scheduling intakes for assessments with case manager
- Must work effectively with the client, public, community partners and other employees
- Identifies and develops community partnerships that result in increased enrollment
- Be point of contact and primary liaison with community partners and other organizations or individuals making referrals
- Meticulously enter, track, and maintain participant information
- Manage recruitment related data and documentation
- Develop and distribute appropriate marketing and outreach materials as needed
- Follow up with individuals who may show signs of disengagement from services
- Maintain working knowledge of the workforce training programs
- Advise students on program policies and procedures such as registration, required testing, and other enrollment essentials for students

- Assist with retention strategies for maintaining student enrollment, retention and program completion
- Participate in special registration and advising events as needed
- Assist with special projects as needed
- General office and administrative tasks including but not limited to inner-office communication, clerical support, and managing reports for the program supervisor
- Maintain general program reports and documentation
- Maintain confidentiality of sensitive and confidential client information
- Exceptional attention to detail
- Strong organizational and time management skills and ability to prioritize responsibilities
- Proficient in Office 365 specifically Word, Excel and PowerPoint
- Excellent communication and interpersonal skills
- Provide coverage and support during program activities; participating in alumni gatherings and other special events
- Work in close coordination with the NRI Career Academy team to meet graduation, placement, and retention goals, as well as to ensure a seamless, positive experience for each participant
- Work with the NRI Career Academy team to continually improve the program and participant outcomes
- Participate in regular staff meetings, staff training programs, supervisory sessions, and accept the responsibility for aiding the development of positive team relationships as requested
- Adhere to agency policy, procedures and the professional code of ethics
- Other responsibilities as required

## **Position Requirements**

- Bachelor's degree in Vocational Training or Counseling, Human Resources, Human Services, Social Work, Public or Business Administration, Planning or a related field required.
- Minimum of 2 years' experience in workforce development, employment or vocational counseling, employee assistance counseling, skill assessment and training, or a related field.
- Minimum of 2 years' experience working in a position where the process of assessment, planning, facilitation, care coordination, evaluation, and advocacy for options and services to assisting individual's and family's comprehensive needs that promoted.
- Knowledge of workforce development methodology, programs, resources and providers.
- Knowledge of barriers that individuals face and experience working with clients with resources and providers.
- Experience collecting, analyzing and reporting data.
- Excellent written and verbal communication skills.
- Experience working with diverse populations.
- Bilingual (English/Spanish) applicants are encouraged to apply.

## **Hours and Compensation**

This position is full time. Compensation commensurate with experience - range between \$17.50-22.00

Job Types: Temporary, Full-time

Salary: \$17.50 - \$22.00 per hour

Schedule:

- 8 hour shift
- Monday to Friday

Education:

- Bachelor's (Preferred)

Experience:

- Recruitment: 2 years (Preferred)

Revised 4/22/2024

License/Certification:

- Driver's License (Preferred)

Work Location:

- Multiple locations

This Job Is:

- Open to applicants under 18 years old, provided it is legally allowed for the job and location

Company's website:

- [www.ccfcenter.org](http://www.ccfcenter.org)

Company's Facebook page:

- <https://www.facebook.com/CCFCenter95>

Work Remotely:

- No

COVID-19 Precaution(s):

- Personal protective equipment provided or required
- Temperature screenings
- Social distancing guidelines in place
- Virtual meetings
- Sanitizing, disinfecting, or cleaning procedures in place

Work Location: Multiple locations