

INTERLOCAL ASSOCIATION

Job Description

Job Title:	Career Services Advisor (Adult & DW)
Date:	July 2017
Office Station:	County Office
Supervisor:	County Coordinator/Business Recruiter
Status:	Non-Exempt, Classification 3

Job Summary

Assigned to an integrated county office, incumbent provides a wide variety of employment and training services to customers, and assists employers in filling positions in the community. The incumbent is responsible for making available a full range of employment and training services. The incumbent assesses customer needs, provides counseling and training services or referrals to other agencies to help individuals become employable.

Essential Job Duties

Counsels participants to establish goals and prescribe steps for developing and implementing individual employment plans; makes referrals to appropriate agencies.

Utilizes a computer on a daily basis in record keeping, case management and follow-up reporting.

Explains special employment program eligibility, laws, regulations, and grievance procedures to participants and may conduct group workshops or group counseling sessions relating to job attitudes, job search, interview conduct, etc.

Actively recruits targeted customers by working with partner agencies and participating in community events to raise awareness of WorkOne services.

Interviews and counsels customers with employment barriers to assess and develop their capabilities so they may be referred to an appropriate

job opening, training institution, or other component designed to lead to employment.

Administers appropriate tests to applicants to identify personal interests, aptitudes and skills. Interprets test results, discusses results with county team and customers.

Administers employer requested tests as required.

Assures that any provider considered for training for participants is included on the approved State Training Provider List.

May work with employers to develop and monitor those participating in work based learning and on-the-job training.

Maintains current information on training institutions (and is aware of minimum training program entry requirements) and labor market forecasts for the selection of training programs.

Guides participants based on identified aptitudes and interests to areas that will ultimately result in gainful employment.

Works with other state or private agencies to process customers for special programs and training opportunities.

Coordinates placement and other activities with DWD Wagner-Peyser staff.

Works as a county team member responsible for achievement of county objectives, performance standards and other goals as defined by management. As local office conditions vary, the duties of the incumbent may vary resulting in specialization of the incumbent in particular programs or activities.

Completes applications and related forms utilizing mandatory tracking system.

Completes and submits to the fiscal office Vendor forms for payments to training institutions and vendors related to participant costs.

Other Duties

May assist in providing office coverage for front desk, computer lab, resource areas, etc.

May attend meetings and/or serve on committees of other community organizations that provide services to mutual customers.

May attend local or State meetings or training to update skills or information to better serve participants.

Performs other related employment and training work as required.

Working Conditions

Works most of the time in a well ventilated modern office. Performance of duties may require travel within the county and occasional travel outside of county. Usually works standard 8:00 a.m. to 4:30 p.m.

Infrequent overnight travel may be required.

Education

Bachelors Degree in Counseling, Social Work, Sociology, Public Administration, Psychology, Human Resources Management, Education or related field. Related, comparable work experience may substitute for a 4 year degree.

Experience

At least one year as an employment and training professional, human resources administrator, or related professional work experience. Demonstrable experience in a responsible position requiring independent judgment.

Communication

Oral and written communication skills should demonstrate the ability to write letters, communicate electronically and speak to groups.