Promise Jobs Employment & Training Specialist

Posting Details

Position Information

Job Title
Promise Jobs Employment & Training Specialist

Job Description
Two (2) positions are available at the Cedar Rapids, IA IowaWORKS location. The Promise Jobs Employment and Training Specialist is responsible to assist in delivering classroom training and work experience training to welfare recipients who are required or volunteer to participate with the Promise Jobs program. The Promise Jobs program is the State of Iowa’s program which addresses the employment and training needs of individuals receiving welfare. Duties of the Promise Jobs specialist include: intake, orientation, employability planning, client monitoring, training site monitoring, case file management, policy interpretation and implementation, processing of management information system information, coordinating with other agencies and assisting clients in obtaining employment.

Essential Duties Summary
Responsibilities include but are not limited to:
- Commitment to the comprehensive community college philosophy.
- Follow Promise Jobs/College policies and procedures, and provide services in alignment with the One-Stop integration model.
- Greet, assist, and direct center visitors to all appropriate services available under the IowaWORKS integrated model.
- Provide center visitors with information and assistance in all areas of employment.
- Job seeking, retention, training and upskilling.
- Conduct Promise Jobs orientation sessions.
- Conduct intake and arrange or conduct assessment with clients.
- Identify personal barriers and/or issues to becoming self-sufficient and develop a plan of action for the clients.
- Develop Family Investment Agreements with participants.
- Implement policies, regulations, and laws governing program.
- Monitor client progress while in the program and document significant occurrences during the enrollment.
- Refer clients to work experience, job seeking skills classes, unpaid volunteer work, classroom training and other PJ components.
- Maintain information about training institutions and programs to assist client with training decisions.
- Accurately complete all paperwork necessary to enroll and maintain a client in the program.
- Monitor all financial transactions involved with the client’s enrollment and assure that all funds are expended properly.
- Submit for approval and enter Limited Plan sanctions where appropriate and necessary for persons failing to participate or comply with their FIA.
- Contribute input in development and modification of program operational procedures.
- Actively participate in regular and special team meetings.
- Other duties as assigned.

Required Qualifications
- Education:
  Bachelor’s Degree required.
- Demonstrated understanding, ability and appreciation for working with people from diverse backgrounds which may include ex-offenders, teen parents, individuals receiving family assistance, individuals with disabilities, and individuals with substantial barriers to employment.
- Knowledge of computer software applications specifically Microsoft Office programs; ability to learn and develop competency in Workforce Center Administrative Software.
- Strong human relations and interpersonal oral & written communication skills to interact positively with diverse personalities and populations.
- Ability to:
  1. Relate successfully to clients, employers, vendors, agency personnel, and other
staff.
2. Complete detailed program forms with a very high degree of accuracy.
3. Accurately work with figures in the development of client program budgets.
4. Assess the needs of the clients and develop program plans that will assist the individual to become self-sufficient.
5. Organize time to produce maximum effort.
6. Handle confidential matters with discretion and perform with a high level of personal and professional integrity and ethics.
7. Comprehend and abide by federal, state, and local laws, policies, guidelines, and procedures with regard to program implementation.
8. Learn and maintain knowledge of labor market factors/trends and training institutions/programs.
*Must have a valid driver's license.

Preferred Qualifications

Experience in:
Employment and training programming preferred.

Physical Demands

Must have the ability and mobility to serve a rural service area; travel within the SDR 18 required.
Must be able to work on a basis of “available as work demands” in addition to a fixed schedule.

Posting Detail Information

Posting Number
AS005P

Open Date
07/17/2016

Close Date

Open Until Filled
Yes

Special Instructions to Applicants
Please answer the screening questions and make sure and upload your resume, cover letter and transcripts in order to be considered for the position. Thank you.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * What is the highest level of education attained?
   - GED
   - High School Diploma
   - Associates Degree
   - Bachelors Degree
   - Masters Degree
   - PHD

2. * Please describe your experience/expertise in working with case notes/detailed paperwork.
   (Open Ended Question)

3. * This position works with a diverse customer base. Please describe how you worked and dealt with individuals with a broad range of personalities and cultures.
   (Open Ended Question)

4. * The mandated activities in the Promise Jobs program can become a point of conflict between a participant and a caseworker. How do you handle conflict? Please describe a situation that involved conflict in your career.
   (Open Ended Question)

5. * Please describe your experience/expertise in using Microsoft software applications.
   (Open Ended Question)

Documents Needed To Apply
Required Documents

1. Resume
2. Cover Letter
3. Transcripts
4. Letter of Recommendation

Optional Documents