

WIOA Career Specialist

The Career Specialist will work under direction of the WIOA Program Services Director to represent WIOA in designated areas, to enroll and serve participants (youth, adults, dislocated workers and other assigned categories) according to the policies of the federal, state, and local workforce policies and procedures.

Career Specialists are assigned certain areas of service (generally by county of residence) but are expected to collaborate with other WIOA staff to ensure effective and efficient delivery of services to participants throughout the North Central service area.

KEY RESPONSIBILITIES

- Recruit, enroll and provide services to eligible WIOA participants
- Complete documentation necessary for WIOA participant services with accuracy and completeness
- Be familiar with federal, state and local board policies for WIOA programming
- Monitor participant activity with monthly contact and case notes to verify case management
- Prepare requests for support services, individual training accounts and other documentation pertaining to WIOA participant files
- Conduct follow-up services required by WIOA legislation (12 months after exit)
- Prepare reports and other paperwork as requested for performance and strategic planning
- Align with partners to generate awareness of WIOA program services and to assist participants with information and other supportive services
- Maintain communication with educational providers to ensure updated ACRS eligible programs for participant enrollment
- Promote WIOA in local community in a professional manner
- Encourage growth in work experience and OJT training sites by providing business services, including referrals to partner agencies
- Regularly visit worksites to monitor career development experiences for participants
- Assist with work readiness and education assistance training (employability skills, life skills, financial literacy and other basic career-related topics)
- Promote occupational skills through sharing career information and referral to partner services
- Coordinate with Youth Development Specialists to target and serve in-school and out-of-school participants
- Represent WIOA when assigned at community functions in a professional manner
- Engage in training and other activities relevant to professional development
- Coordinate with WIOA Youth Development Specialists to enroll and serve in-school youth
- Inform administration of events or information that may have an impact on WIOA program services in the assigned area or in general
- Perform other duties as assigned by the Executive Director

EDUCATION/EXPERIENCE

- **Formal equivalent of a bachelor's degree in public administration, business, finance, law, accounting or a related field; equivalent job-related experience may be substituted**
- **Familiarity with the federal Workforce Innovation and Opportunity Act**
- **Expertise in developing and administrating federal and/or state projects**
- **Computer literate with the ability to generate professional documents**
- **Proven verbal, written, analytical and presentation skills; interpersonal skills**

SPECIAL REQUIREMENTS

- **Must possess a valid Driver's License and provide automobile liability insurance**
- **Must have access to reliable transportation in order to travel within service area**
- **Must be able to pass background check for access to AJL data management system**