

Position Description

Choanoke Area Development Association, Inc.

Position	Workforce Specialist	Date:	July 2019
Overtime Status	Non -Exempt	Grade:	3
Salary Range			
Site Location	CADA Community Services Centers of Halifax/Northampton		
Department	Employment & Training		
Reports to	WorkForce Developer Coordinator		

Qualifications:

Four year degree in Social Work, Sociology, Business Administration, Vocational Education, Criminal Justice or Counseling or the equivalent in experience and education. Experience working in community services and with employment programs will be considered. Computer experience required. Ability to communicate with and assist disadvantaged youth.

Basic Functions:

Arrange meaningful education work experience and provide counseling and other supportive services for participants. Determine eligibility. Coordinate work experience and education experience. Coordinate youth services as defined in the Workforce Innovation Opportunity Act.

Specific Functions:

1. Provide outreach, intake, and orientation to NextGen Youth Program.
2. Determine eligibility for enrollment for the WIOA program.
3. Provide assessment and assist participants to develop ISS.
4. Update case notes and services into the system bi-weekly to avoid system closer.
5. Provide job search and placement assistance and career counseling as appropriate.
6. Coordinate program activities with school staff and community colleges.
7. Collaboration with community partners to meet the needs of NextGen youth.
8. Disseminate labor market information and information on available training curriculums.
9. Provide information on available supportive services and coordinate the delivery of supportive services by WIOA or other local community partners.
10. When data is scanned into the system it must be linked to verify document is correct.
11. Coordinate mentors through Work sites and community partners.
12. Coordinate tutoring/remediation/enrichment activities when needed.
Encourage youth to complete CRC.
13. Scan required documentations into the NCWorks system and redact identifiable information.

14. Counsel participation on career choices, training options, and job readiness skills
15. Attend on going trainings, workshops, etc in order to enhance/improve service delivery.
16. Provide youth with opportunities of exposure to surrounding businesses and colleges.