

JOB DESCRIPTION

Job Title: *Employment Services Coordinator – SEE (9797)*

Job Summary:

The job of Employment Services Coordinator - SEE (Services for Education & Employment) was established for the purpose of managing workforce contracts which provides job services to adults with disabilities, youth employment and training services and adult workforce development services. He/she administers the activities of these or other related programs; provides management and evaluation of staff in delivering assigned training or support services; coordinates activities with other divisions, school districts, local businesses, and community partners. Programs overseen by this position will vary from time to time depending on funding sources and requirements.

Essential Functions:

- Negotiates/Builds/Creates strategic partnerships and networking opportunities with various local, state, federal, and private companies for the purpose of ensuring that participation requirements are met for programs and successful job placements are achieved;
- Designs and implements effective strategies in structure or process which can streamline program flow, improve quality of service to those we serve, build better community partnerships, and encourage healthy work environment;
- Researches/Identifies/Writes/Negotiates local, state, federal, or other grant proposals for the purpose of maintaining and fostering growth in the programs and meeting budget requirements;
- Selects/Places/Supervises/Evaluates/Mentors staff for the purpose of ensuring that appropriate staffing levels are met, scheduling or adjusting work assignments, monitoring performance, providing feedback, and supporting on-going personal development and growth of each staff member;
- Coordinates/Collaborates with administrators, department heads, and other TCOE personnel for the purpose of providing recommendations, resolving issues/conflicts and keeping key TCOE staff apprised of program outcomes;
- Develops/Implements/Negotiates/Evaluates contracts and memorandums of understanding with government agency contractors, community foundations or other agencies or companies for the purpose of providing quality job services for our clients and meeting program budget requirements;
- Designs/Implements marketing tools and promotional materials for the purpose of generating publicity; galvanizing support and resources; in order to meet enrollment and participation standards;
- Develops/Implements/Evaluates comprehensive employment, training, and workforce development programs for the purpose of promoting self-sufficiency to youths and adults and preparing them for the workforce;
- Oversees/Monitors financial management, budgets, income and expenses for the purpose of assuring that resources are managed accurately according to accounting principles and funding source requirements;
- Participates actively in the National Employment Network Association for the purpose of keeping apprised of policy and legislative issues, day-to-day operation, payment issues, and communicating with other Employment Networks to stay on top of best practices and ongoing changes in the Ticket to Work Program;
- Calculates/Compares information from several database/spreadsheet systems for the purpose of evaluating Annual Performance Measures and assuring that staff is performing adequately;
- Communicates/Monitors confidentiality and privacy compliance rules concerning client personal data for the purpose of meeting contractors' requirements of the programs;
- Generates monthly, quarterly and annual reports as required for the purpose of maintaining accurate statistical data and assuring contract requirements and performance outcomes are met;
- Implements/Trains staff in changes to policy, procedures, and operations to complying with contractual agreements and assuring success of the programs;
- Oversees tracking of Ticket to Work job placement and retention billing for the purpose of troubleshooting, developing solutions, making effective decisions and corrections to ensure that adequate funding measures and performance goals are achieved and
- Attends meetings, conferences, trainings, seminars, and webinars for the purpose of learning and maintaining knowledge of current and future policy initiatives, regulations, operational procedures and performance outcomes.

Skills, Knowledge and/or Abilities Required:

Skills to:

- Develop, direct, promote, and evaluate employment and training programs;
- Interpret and evaluate applicable laws, regulations, codes and procedures;
- Utilize Microsoft Office software including database programs similar to Access, spreadsheet programs, presentation software, email, online webinar programs and other Internet communication tools, and other technology;

- Build consensus using strong communication skills and gain cooperation through discussion and persuasion;
- Administer personnel and programs;
- Analyze highly significant and complex problems, develop solutions, and make effective decisions and recommendations;
- Develop and implement staff professional development/introduce research-proven validated training and
- Communicate effectively with a broad spectrum of constituents (students, parents, administrators, board members, community leaders, employment and training community, educational professionals, mental health professionals, law enforcement professionals, and TCOE staff, etc.).

Knowledge of:

- Social Security Disability Work Incentives and/or The Ticket to Work Program is highly desirable;
- State and federal laws governing Wagner-Peyser funds, Workforce Innovation and Opportunity Act (WIOA), and Temporary Assistance for Needy Families (TANF);
- Grant writing and negotiation techniques is highly desirable and
- Private and public workforce development, education, or social services programs is critical.

Ability to:

- Work cooperatively with a variety of groups, individuals, community agencies, and employers;
- Analyze problems, identify solutions, project consequences, and implement recommendations in support of program goals;
- Develop and monitor program, manage budgets, prepare financial reports, and program activity reports;
- Travel, locally and out of county using own vehicle and
- Plan and direct major programs and specialized services for people with disabilities and families on TANF.

Experience Required:

- Minimum of five years of job related experience in human services, public administration, and/or job development specifically with a minimum of two years of experience required working with individuals with disabilities.

Education Required:

- Bachelor's degree in a related area; public administration, business administration, social or human resources;

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response.
- Must pass a high-level Security Clearance from the Federal Government
- Within one year obtain CPWIC (Community Partner Work Incentives Counselor) Certification which requires:
 - Five-day initial training conducted by Virginia Commonwealth University,
 - Six weeks competency-based assessment and assignments to receive full CPWIC certification (1 year)
- Maintain CPWIC (Community Partner Work Incentives Counselor) Certification which requires:
 - 18 credits per year to keep active status

FLSA: Exempt

January 2018

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace.

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.