GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

POSTED: FEBRUARY 16, 2012
REVISED: MARCH 13, 2012
CLOSING DATE: APRIL 4, 2012

DEPARTMENT: **Community Services**

POSITION: **Career & Employment Specialist**

LOCATION: **Casa Grande**

JOB CODE: **12-012**

ANNUAL SALARY: **$29,078.40-$35,422.40 DOE**

NATURE OF WORK:
Provides direct client services in the areas of employment counseling, client needs assessment, vocational evaluation, employment preparation, and training, referral to community resources and support services, and/or job development/placement as part REPAC Consortium services and performs other duties as assigned.

DUTIES AND RESPONSIBILITIES:

- Plans and implements orientation, eligibility and intake for WIA Title I Dislocated Worker Program in Pinal County and assigned Tribal areas; interviews, advises, and guides a diverse population of clients to ascertain employability; interprets and explains regulations, rules, policies, and procedures to clients; may determine client eligibility for services; ensures that applications and other forms are completed accurately and thoroughly.
- Assesses client's education, work experience, skills, abilities, qualifications, and job interest; assesses client readiness for job referral, classroom training, on-the-job training, and/or support services; attempts to match clients with available employment, training, or other opportunities/services.
- Analyzes information obtained from interviews, tests, and other sources to develop short- and long-term client goals; develops and implements individual employment plans.
- Contacts public and private employers, community resources, local Department of Economic Security (DES) offices and other organizations in order to develop on-the-job training and/or direct job placement for clients; maintains cooperative relationships with employers, academic and vocational training institutions, and support service and community resource agencies; maintains an awareness of local job market and opportunities to assist in providing guidance to clients; may attend job fairs, conduct special workshops, presentations, group orientations, or perform other training and outreach activities.
- Monitors and evaluates client's progress through program components; monitors service providers through reports and site visits; resolves any problems or provides guidance and counseling; may make phone calls or conduct field visits to investigate clients' progress in various programs designed to assist clients in preparing for and obtaining employment; establishes and documents program participant eligibility.
- Provides ongoing case management for active clients; coordinates support services including gas vouchers, vehicle maintenance, and Local/State support services; assists clients with unemployment insurance and identifying/contacting training institutions.
- Responds to public inquiries via telephone and in person; refers callers to appropriate programs or support providers/services.
- Provides assistance in Local Resource Center as required; provides assistance with rapid response activities.
- Drafts and monitors Local On-The-Job Training (OJT) agreements and individual training account vouchers for colleges and trade schools.
- Maintains monthly contact onsite and/or via telephone with Tribal areas; provides brochures and presentations for assigned areas.
- Prepares and submits reports in accordance with program reporting requirements.
- May conduct workshops regarding employment, resumes and applications, and interviewing.
- May participate on relevant committees, councils and/or boards as assigned.

Continued on back page…

WORKING ENVIRONMENT:
Work is performed in a standard office environment and in the field when conducting onsite visits/delivering program services; standing, walking, and lifting up to 50 pounds is involved; may require travel to other County locations.

DISTINGUISHING CHARACTERISTICS:
Employees at this level work on less complex caseload and learn to apply the rules and regulations and develop their skills to handle the full range of job development and placement responsibilities. Incumbents may advance to Career & Employment Specialist Senior after gaining and demonstrating proficiencies that meet the requirements of the higher class.

EMPLOYMENT STANDARDS:
High School Diploma or G.E.D. and two (2) years experience conducting interviews, handling a caseload, providing counseling, or direct public contact experience, dealing with employment-related issues; or equivalent combination of education, training and experience.

A Valid Arizona Driver's License.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:
Knowledge of: Principles and practices of employment/training programs; WIA Dislocated Worker Program; WIA Federal rules and regulations; processes for determining program eligibility; program documentation and reporting requirements; unemployment insurance and Local/State state services available to program participants; methods for conducting employment related workshops.

Ability to: Conduct program orientation and assessments; determine participant eligibility; develop employment plans; provide ongoing case management; coordinate support services; provide information on program services to relevant parties; conduct presentations and maintain regular contact with assigned community areas; develop employment contacts with local employers; maintain accurate program documentation; prepare and submit reports in accordance with reporting requirements; communicate effectively orally and in writing.

Skills in: Delivering career and employment services to local community members; performing a variety of skilled case management activities.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.