

Region 7 Workforce Development Specialist - Relief

DUTIES:

Specific duties of the Workforce Development Specialist - Relief include, but are not limited to, the following:

Position will act as a substitute in the six different WorkOne offices of Region 7 when staff are on leave. Must be flexible and willing to travel within the Region to different county offices as needed. Position hours are Monday through Friday, 8:00 a.m. to 4:30 p.m.

This position is a temporary, grant funded 12 month position, with no promise of employment with Vincennes University upon completion.

Promote and facilitate workforce development and educational activities on an assigned area basis by providing, leadership, consultation, and technical assistance to individuals and groups involved with business, industry, social service agencies, schools, and other community based organizations.

Plan and implement all phases of job development.

Facilitate the placement of customers into unsubsidized employment through contacts developed and maintained with business and industry.

Maintain knowledge of local labor market and assist in the development of labor market information as needed for use by internal and external customers.

Coordinate and insure the completion and submission of all reports as required for participant and financial information in accordance with agency procedures and policies.

Coordinate and assist with the outreach and recruitment of participants.

Coordinate and insure all aspects of participant's orientation, assessment, ISS development, enrollment, case management, and termination.

Plan and implement all facets of Pre-Vocational Job Readiness and Self-Sufficiency Training, and any other classroom training opportunities available through the agency.

Compile, review, and disseminate information regarding educational change, business/education/community collaborations, funding opportunities, and other relevant topics.

Promote concept of human resource development through business/education/community collaboration with local, regional, and state leaders through personal contacts, correspondence, and presentations.

Ensure confidentiality of client-staff relationship.

Attend meetings and in-service training as required.

Perform related assignments as deemed necessary by the Supervisor.

Other duties as assigned.

REQUIREMENTS OF JOB:

Associate's degree or 4 years experience must be in the area of employment and training programs, employer relations, social work, economic development, or related fields recommended. The ability to establish working relationships with people of diverse backgrounds and abilities is essential. Excellent communication skills (written and oral) are required. Position also requires a valid driver's license and the ability to travel by both public transportation as well as private transportation including self transportation. These requirements are in addition to the duties listed in the position description.

PERSONAL WORKING RELATIONSHIPS:

This position will have infrequent contact with University administration, faculty and staff. Excellent ability to explain program requirements and objectives in concise and understandable manner to applicants and participants is required.

This position must possess an intimate knowledge of the regional labor market and be able to apply such knowledge to the following employment and training services and all applicable rules and regulations as they apply to programs operated through Vincennes University:

Assessment Procedures	Pre-Vocational/Job Readiness
Supportive Services	Job Development
Work Experience (Site Development)	On-The-Job Training (OJT) Contract Development
Institutional Skill Training	

How to Apply

Interested applicants should submit a cover letter, resume, and contact information for three references to Human Resources by email to jobs@vinu.edu or mail to Human Resources, 1002 North First Street, Vincennes, IN 47591.

Applications will be accepted until the position is filled. Interviews may be held concurrently with the advertising period.

While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted. Please note the selected candidate may be required to submit to a criminal history background check.

Vincennes University is an Equal Opportunity and Affirmative Action Employer.