

VINCENNES UNIVERSITY POSITION DESCRIPTION

Area: Workforce and Development Services

Department: Workforce Development

Position: Workforce Training Coordinator (Full-Time, Professional, Non-Tenure Position)

Location: Brown County, Nashville, IN

DUTIES OF THE JOB:

Specific duties of the Workforce Training Coordinator include, but are not limited to, the following:

- Provide services to individuals from the local community who are seeking employment and or training in demand occupations in order to gain self-sufficiency.
- Lead the promotion and facilitation of Workforce Development and educational activities on an assigned county basis. Consult and provide 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 and develop relationships with businesses.
- Administer/Manage 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.
- Advise and monitor training participants on all academic aspects to ensure training completion and job placement.
- Manage case load as assigned of diverse clientele including adults, dislocated workers and youth.
- Be able to use assessments, testing and sound judgment to assist customers in making career and employment decisions.
- Determine eligibility of customers to receive financial assistance through multiple federally funded programs.
- Document results in electronic data management systems to show on-going case management activities.
- Procure supportive and training services from vendors.
- Investigate and resolve any initial grievance or complaint.
- Plan activities to meet annually established enrollment numbers and expenditure levels.
- Assist in development and presentation of workshops to customers and staff.
- Ensure confidentiality of customer staff relationships.
- Attend meetings and in-service training as required.
- Perform related assignments as deemed necessary and directed by supervisors.

REQUIREMENTS OF JOB:

Bachelor's Degree or six years of experience in the area of employment and training programs, employer relations, social work, economic development, or related field. Combination of education and experience can be substituted for required experience. Excellent communication skills (written and verbal) are required. Position also requires a valid driver's license and the ability to travel within the coverage. These requirements are in addition to the duties listed in the position description.

SKILLS/COMPETENCIES:

- Experience working with at-risk populations preferred
- The ability to establish working relationships with people of diverse backgrounds and abilities is essential
- Must be able to interpret internal policies which include WIOA policies, IDWD policies and VU policies and apply them to participants as well as provide information to local employers, schools, social service agencies, community organizations and members of the community as needed.
- Computer proficiency and ability to learn new software quickly
- Maintains positive work atmosphere by behaving and communicating in a manner that fosters good relationships with clients, co-workers and supervisors

RELATIONSHIPS/WORKING ENVIRONMENT:

The Workforce Training Coordinator receives general supervision and guidance from the Executive Director, Deputy Director and Operations Manager. Job responsibilities are to be performed within the general policies of Vincennes University as defined by the University manual, Policy Letters and internal organizational charts, position descriptions, written and verbal instructions, and IDWD policies. The individual exercises daily, independent, non-routine decision making which demands initiative, management skills, sound judgment, and positive communication skills.

PERSONAL WORKING RELATIONSHIPS:

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

SALARY:

Range \$29,000 - \$32,000: Salary will be determined on the basis of experience, skills, knowledge, and abilities.