

Employment Opportunity

Training and Employment Specialist

State Energy Sector Partnership Grant / Northeastern Workforce Development Board

This position is grant-funded full time, temporary and will expire January 2013

General Statement of Duties

Performs case management and coordination functions specific to the SESP Grant and tasks associated with the recruitment, assessment, training, and placement of unemployed, underemployed adults and incumbent workers, in a multi-county area. Will ensure continuity and comprehensive service delivery based on thorough participant assessment. Work is performed in an administrative environment. Work is performed under the general supervision of the Workforce Development Director and the position is supervised by the Grant Project Manager.

Duties and Responsibilities

Essential Duties and Tasks

- Develops recruitment plan for specific energy sector participants within the JobLink system as well as by working with existing employers.
- Refers appropriate recruits to assessments necessary for successful completion of training and will include referrals to job readiness training.
- Will refer appropriate candidates to county specific NWDB TES for career planning for demand driven employment.
- Assists Grant Manager with identification of courses, class scheduling, job placement, for SESP participants.
- Identifies potential employers for OJT opportunities; conducts follow-up and evaluation of participant placements to provide counseling and problem-solving for clients and employers; assists clients with transportation and other training related support services. Will work with NWDB BSR for needed technical assistance.
- Develops and monitors systems of information and data collection related to outcome measures; analyzes data and prepares reports as needed; coordinates program goals with Grant Manager to ensure positive performance outcomes.
- Participates in marketing and public education of programs for clients and employers; works with Business Services Rep to assess employment needs and opportunities.
- Identifies potential businesses with incumbent workforce for green certifications; assists with application process, identification of courses, class scheduling, class planning and implementation, etc.
- Collaborates with local businesses, community colleges, universities, organizations, etc. to develop and utilize resources.
- Will be assigned to a region within the ten (10) counties to meet with businesses and clients and potential service providers.
- Will be assigned GBC responsibilities as needed, by the Grant Manager.

- **Additional Job Duties:** Performs related duties as required and assigned by Grant Project Manager

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Considerable knowledge of the Workforce Investment Act including all applicable policies and procedures.
- Knowledge of case management, career counseling, assessment and employment training and placement practices and procedures.
- Knowledge of the geographic, economic, and social characteristics of the service delivery area.
- Knowledge of available services within the service delivery area.
- Knowledge of the application of information technology and ability to use it in daily programming.
- Working knowledge of the application of psychometrics and inventories to career development planning.
- Ability to establish and maintain effective communications with participants, program staff, employers, training professionals, businesses, contractors, and the general public.
- Ability to work with clients collaboratively and to apply creativity and effective problem-solving, facilitation and mediation skills to address barriers to program success.
- Ability to proactively market programs to the public and recruit individuals to participate in the programs.
- Ability to prepare and maintain a variety of records and reports.
- Must be computer literate-Microsoft Office and Web based programs, especially spread sheets, data bases.
- Must be a fast learner with strong critical thinking skills.
- Must have strong verbal and written communication skills.

Physical Requirements

- Must be able to physically perform the basic life operational functions of fingering, talking, hearing.
- Must be able to perform sedentary work and exert up to 10 pounds of force occasionally.
- Must possess the visual acuity to perform extensive reading, administrative, and computer work.

Desirable Education and Experience:

Bachelors minimum, Masters degree preferred in Counseling or Human Service Administration. Related experience required.

Special Requirement:

Possession of a valid North Carolina driver's license.

To apply submit your:

- Completed Albemarle Commission's Job Application
- Resume
- Cover letter-no templates please
- Name and telephone # for 3 professional references

Mail to:

P. Bo
Albemarle Commission
PO Box 646
Hertford, NC 27944

No telephone inquiries, please.

Equal Opportunity Employer/Program. Auxiliary aid and services available upon request to individuals with disabilities.

*Learn more about the Albemarle Commission and find more job postings at
www.albemarlecommission.org.*