

Southeast Arkansas Economic Development District, Inc.

**JOB ANNOUNCEMENT:**

Workforce Innovation & Opportunity Act (WIOA) Position Available:

**Career Advisor (pt)- Arkansas Workforce Center at Crossett**

Seeking skilled candidates who meet the qualifications described below:

Please send cover letter, resume' and SEAEDD Employment Application (*download from website*) to:

Gary Goggans, WIOA Regional Manager – SEAEDD, Inc.

Via email to: gary.goggans@southeastarkansas.org

Positions open until filled. *No phone calls please.*

**JOB DESCRIPTION**

**JOB TITLE: Career Advisor**

**LOCATION: Arkansas Workforce Center at Crossett**

**SUPERVISOR: WIOA Regional Manager**

**CLASSIFICATION: Part-Time, Non-Exempt**

**DESCRIPTION:**

The Career Advisor shall be responsible for playing a large role in the implementation and preservation of the Workforce Innovation and Opportunity (WIOA) Act within the geographic area assigned. The person filling the position must work with minimum supervision and work with the Regional Manager to assure that all components of the WIOA program meet the requirements as established in the WIOA Law and regulations and as set forth by the local workforce development board.

**RESPONSIBILITIES/DUTIES:**

- Provide direct customer service to applicants by interviewing and collecting eligibility documents from interested parties for appropriate career, individualized, employment, training, and supportive services.
- Identify and recruit participants from targeted populations for WIOA Programs.
- Document events and services provided to participants using a computer software management information system. Build and maintain a participant paper file that serves as the record for each program participant.
- Develop Individual Employment Plans and Individual Service Strategies for Youth, Adults and Dislocated Workers based on participant's needs. This shall be done through interviewing, observations, and assessments that identify barriers to employment.
- Assist participants in enrolling in adult education, college, vocational training, apprenticeships, and other opportunities with WIOA partners that lead to substantial employment.
- Monitor participant's progress on a weekly basis and provide counseling, mentoring, resource sharing and other related services.

- Track and maintain high levels of participant outcomes, in office, to ensure that WIOA performance measures are being met.
- Maintain and track career advisor budget to ensure that participants on caseload have enough funds and resources to complete training programs or services.
- Track and allocate time spent on workforce activities to report on bi-monthly timesheet.
- Assist participants in securing employment when they have met all goals and completed the career pathways developed during enrollment and participation.
- Provide 12 months of follow-up services, including but not limited to mentoring on the job and continual retention services throughout that timeframe.
- Work closely with training providers and partner agencies to refer participants for appropriate services.
- Work closely with employers to help meet the needs of business and industry and to secure placements for participants.
- Develop reports of caseload activity and data related to assigned office and geographic region.
- Ability to utilize and understand laws, regulations, policies, and procedures to perform all aspects of job responsibilities.
- Create and prepare financial vouchers and agreements to be used to make payments to various training and service providers.
- Other duties assigned by management.

#### **SKILLS/QUALIFICATIONS:**

- Formal Equivalent of a Bachelor's Degree in Social Work, Business, or related field from an accredited College or University. Relevant and related work experience or equivalent education may be substituted.
- Self-Ability to manage one's time efficiently to meet deadlines, problem-solve and be self-sufficient while working with little supervision, but with high ethical standards.
- Regular, reliable, and non-disruptive attendance is an essential job duty, as is the ability to create and maintain collegial, harmonious working relationships with others.
- An advanced skill set in word processing, communications, preparation of reports, data entry and other administrative skills.
- Excellent communication skills – written and verbal.
- Extremely organized and detail oriented, ability to prioritize projects, multi-task, strong problem-solving skills and good research skills.
- Proficiency in understanding protocol while communicating with colleagues, partners and leaders in the community.
- Knowledge of general business operations.
- Skilled and proficient in spelling, word processing, filing, punctuation and basic bookkeeping practices.
- Use of proper grammar and telephone etiquette.
- A dynamic, positive self-starter who is able to work autonomously.
- Ability to critically think and take initiative.
- Ability to handle multiple projects with the understanding of urgency in meeting impending deadlines.
- Ability to operate office machines and equipment.
- Knowledge of computer programs Microsoft Word, Outlook, Excel & PowerPoint, etc.
- Must possess a valid Arkansas driver's license and automobile insurance.

#### **SPECIAL WORK CONDITIONS:**

Ability to operate a motor vehicle and travel in state.

Southeast Arkansas Economic Development District, Inc is an Equal Opportunity/Affirmative Action Employer.