Springfield Urban League, Male Involvement Program

Job Description

Job Title:  Workforce Specialist

Description of Basic Responsibilities:
In coordination with the Director of Workforce Empowerment and Division Coordinator(s), provide Business Services to local employers and assist clients in developing, implementing, and monitoring an employment plan that leads to self-sufficiency. Develop and maintain relationships with local businesses, industry representatives and training agencies that lead to client job placement. Coordinate, design and implement outreach activities. Partner with local agencies in identifying and implementing service plans that decrease duplication of services.

Directly Responsible To:
Under the immediate supervision of the Male Involvement Program Coordinator, and general supervision of the Director of Workforce Empowerment.

Supervision Over:
None; however, may assign work and provide direction to program participants.

Essential Duties and Responsibilities:
(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this classification)

Case Management
Provides information to the public regarding available community services; reviews clients’ readiness and eligibility for employment; assists clients in determining vocational interests, abilities and skills; assists clients in creating their Man Plan; coordinates referrals to other appropriate services to support Man Plan; provides support services as identified in Man Plan; manages and maintains required files per regulations.

Workforce Development and Retention
Initiates and maintains ongoing personal contacts with business customers, industry representatives and job placement/training agencies to promote activities that lead to client placement; develops on the job training and work experience sites to address business workforce needs; matches clients’ job skills with workforce needs; assists and supports clients during job search activities; furnishes clients with job leads; develops and administers employment workshops; plans and implements job fairs/ targeted recruitment; coordinates job retention services with team; maintains current labor market information and business developments.

Minimum Qualifications:

Education
Must have sufficient formal and/or informal training to provide the ability to read and write at a level consistent with the requirements of the position. Bachelor’s Degree in a related field preferred. A minimum of ten (10) years of experience in general business management can substitute for the Bachelor Degree.
Skills and Ability to
Effectively market and represent a program, its clients and services; read interpret and apply complex rules, regulations, guidelines, policies, and procedures; assess the interests and aptitudes of clients; recognize the need to refer the client to appropriate resources to remove barriers to employment; assist the client in developing and implementing a suitable employment plan that helps move the jobseeker from current status through any needed employability improvement services, including training and supportive services, into a suitable job; manage cases through placement and retention; use reference material to research; plan and conduct presentations; work cooperatively with partner agencies; teach job seeking skills and develop jobs; support the client through transitions and facilitate decision making and goal setting; work independently and meet timelines; operate in a multi-tasking environment; utilize time management techniques to organize and prioritize work; interpersonal skills to work cooperatively and effectively with individuals and groups and a diverse population; promote self-sufficiency of clients; maintain confidential and sensitive information; effectively communicate in both oral and written form; maintain accurate records; collect and disseminate information; operate a variety of office equipment, including but not limited to: personal computers, copy machine, and fax machine.

Skills and Ability to
Possession of a valid Illinois driver’s license required. Proof of automobile insurance required.