



## *Job Announcement for Employ Milwaukee*

<b>Job Posting</b>	<b>Date Posted: March 12, 2019</b> <b>Closing Date: Open Until Filled</b>
<b>Position Title:</b>	<b>Workforce Services Specialist - Youth Services</b>
<b>Starting Wage:</b>	\$41,579.20 – \$51,979.20 (Level 211)
<b>Minimum Education:</b>	Bachelor's Degree in Social Science, Education, Business Management, Business or Public Administration or related field.
<b>Minimum Experience:</b>	One year of successful experience in job placement, employment counseling, or student services. Experience with workshop or curriculum development is desirable. Experience with civic affairs, community groups, governmental (City, State and Federal) and community agencies. Experience supporting, empowering and managing individuals.
<b>Job Summary</b>	The Workforce Service Specialist – Youth Services is a direct services role that will focus on in-school youth recruitment, pre-screening, assessment, and placement in paid work experience or unsubsidized employment, recruitment and screening for talent development programs, and business and job seeker engagement with employer hiring events and talent needs.
<b>Minimum Knowledge, Skills &amp; Abilities:</b>	<ul style="list-style-type: none"> <li>• Strong verbal communication and presentation skills, including one-on-one support, group speaking and occasional meeting facilitation.</li> <li>• Strong written communication skills including ability to write routine reports and correspondence.</li> <li>• Ability to analyze and understand data reports and navigate data inputs regarding client characteristics and service outcomes on spreadsheets and in databases.</li> <li>• Must be a problem solver with analytical skills and the ability to think independently, willing and able to work effectively without consistent availability of supervision.</li> <li>• Ability to read and interpret documents such as procedure manuals, data reports, and government rules related to workforce development contract implementation.</li> <li>• Working knowledge of PC applications including MS Word, Excel, PowerPoint, Outlook, and the Internet.</li> <li>• Must possess valid driver's license and reliable transportation.</li> </ul>
<b>Duties and Responsibilities:</b>	<b>Candidate Recruitment, Pre-Screening, Assessment &amp; Placement</b> <ul style="list-style-type: none"> <li>• Interviews potential participants to record and assess employment information to determine the participants' career development opportunities.</li> <li>• Conduct career assessments for potential enrollment in workforce development programs</li> <li>• Determine participant's eligibility for employment programs and benefits, and explains requirements of available programs and resources to the participants.</li> <li>• Administer and interpret aptitude and proficiency tests.</li> <li>• Assist program participants and community job seekers in navigating online career databases, drafting resumes, submitting electronic job applications, and</li> </ul>

*Interviews may be conducted during the posting period.*

*Employ Milwaukee is an Equal Opportunity Employer*

<p><b>Duties and Responsibilities (Continued):</b></p>	<p>preparing for the interview process.</p> <ul style="list-style-type: none"> <li>• Record and update participant information in applicable databases (i.e. Efforts-To-Outcomes, ASSET, MIS, CARES).</li> <li>• Maintain participant files in accordance with contract and grant compliance</li> </ul> <p><b>Employer Hiring Events &amp; Fulfillment Services</b></p> <ul style="list-style-type: none"> <li>• Provide the public with information regarding the quality of training offered by service providers.</li> <li>• Provide presentations to explain employment programs and services.</li> <li>• Evaluate potential employers' job requirements, match candidates to available opportunities, refer qualified participants to employers</li> </ul> <p><b>Paid Work Experience</b></p> <ul style="list-style-type: none"> <li>• Coordinates and implements strategies to increase private sector employer participation in program activities which provide participants with meaningful work experience through work-based learning opportunities such as mentoring, job shadowing, post-secondary education, mock interviews, referrals to job fairs and apprenticeships.</li> <li>• Provide career planning services for a wide variety of Employ Milwaukee's programs and services.</li> <li>• Determine the amount of supportive services needed for potential participants, and explains available employment programs and resources.</li> <li>• Recruit, assesses, and develop Individual Service Strategy and provides career planning to participants.</li> </ul>
<p><b>To Apply:</b></p>	<p><b>Send cover letter and resume, stating the position that you are applying for, to:</b></p> <p style="text-align: center;">Human Resources Employ Milwaukee 2342 N 27th Street Milwaukee, WI 53210 Fax: (414) 225-2575 E-Mail: <a href="mailto:hr@employmilwaukee.org">hr@employmilwaukee.org</a></p>

*Interviews may be conducted during the posting period.*

*Employ Milwaukee is an Equal Opportunity Employer*