



## *Job Announcement*

	<b>Date Posted: June 5, 2018</b> <b>Closing Date: Open Until Filled</b>
<b>Position Title:</b>	<b>Workforce Specialist (Reentry)</b>
<b>Minimum Education:</b>	Associates Degree in Human/Social Services, Social Science, Education, or related field
<b>Minimum Experience:</b>	The Workforce Specialist is a direct services role that will focus on candidate 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>• Ability to work effectively under pressure of deadlines, and within budget constraints.</li> <li>• Ability to work in a team environment, while also working independently.</li> <li>• Demonstrated capacity to handle multiple tasks, projects and meet deadlines</li> <li>• Excellent public relations, community organizing, negotiation, mediation, conflict management and meeting facilitation skills.</li> <li>• Knowledge of Milwaukee base community resources serving the diverse populous of Milwaukee County.</li> <li>• Demonstrated ability to maintain confidentiality with sensitive information</li> <li>• Demonstrate ability to inspire community participation and build coalitions.</li> <li>• Computer literacy in word processing, email, internet and spreadsheets.</li> <li>• Must have strong administrative and organizational skills including management, and grant administration and reporting.</li> <li>• Demonstrate excellent verbal and written communication skills.</li> <li>• Ability to develop strong relationships with diverse groups of citizens, who may have conflicting interests and opinions.</li> <li>• Counseling and coaching skills with the ability to work effectively in a range of diverse teams.</li> <li>• Case Management skills and abilities, including maintaining and updating client files, monitoring client progress, and data entry.</li> <li>• Ability to read and interpret documents such as program guidelines, procedure manuals, and government rules related to workforce development contract implementation.</li> </ul>
<b>Job Duties:</b>	<ul style="list-style-type: none"> <li>• Works directly with medium and high-risk offenders, housed in correctional facilities and local service providers to plan for reintegration from incarceration into the community.</li> <li>• Works directly with offenders of all risk categories in the community to meet training/employment needs</li> <li>• Works directly with institution social workers, probation/parole agents and CCEP staff to coordinate enrollment of offenders into the employment and training program.</li> <li>• Provides case management services for participants.</li> <li>• Responsible for initial development of the individual service plan (ISP). The ISP will include local labor market information to link employment and follow up services to ensure a seamless integration with DCC field operations</li> <li>• Responsible for enrolling offenders in the appropriate categories based on the COMPAS risk assessment and the OWRA assessment according to the Integrated Reentry Employment Strategies (IRES) model</li> </ul>
<b>Job Duties (continued):</b>	<ul style="list-style-type: none"> <li>• Coordinate referrals for remedial education and GED as needed for participants.</li> </ul>

	<ul style="list-style-type: none"> <li>• Responsible for organizing and managing the resource room in the CCEP office</li> <li>• Provides calendar of activities to be provided in the resource room to Division of Community Corrections (DCC) staff</li> <li>• Responsible for sharing the ISP with probation/parole agents and coordinating access to services of the workforce development system</li> <li>• Attends program and agency related meetings and conferences.</li> <li>• Create and manage electronic database that captures individual participant information</li> <li>• Regularly document case activities and services provided to offenders</li> <li>• Ensures individual participant case planning encompasses key partners, support and services.</li> <li>• Develops and facilitates a strategy for community education and awareness of Offender Reentry and barriers specific to this population.</li> <li>• Maintains relationships &amp; contracts within network of local service providers.</li> <li>• Maintain contact with probation/parole agents regarding progress or concerns regarding offenders</li> <li>• Facilitate cognitive behavioral programming to high risk offenders</li> <li>• Facilitate and participate as a member of the Milwaukee Reentry Network, maintain records and related documents of the committee.</li> <li>• Manage and enter intake referrals into Department of Corrections and Employ Milwaukee databases</li> <li>• Responsible for organizing and managing the resource room in the CCEP office</li> <li>• Other duties as assigned to the project</li> </ul>
<b>To Apply:</b>	<p><b>Send cover letter and resume, stating the position you are applying for, to:</b></p> <p style="text-align: center;">Human Resources  Milwaukee Area Workforce Investment Board  2342 N. 27th Street, Milwaukee, WI 53210  Fax: (414) 270-7599; E-Mail: <a href="mailto:Michael.martin@employmilwaukee.org">Michael.martin@employmilwaukee.org</a></p>