

VISTA MARIA

Position Description

TITLE: Workforce Development Specialist

DIRECTLY REPORTS TO: VP Organizational & Individual Development

SUMMARY OF DUTIES: In accordance with the Agency's mission statement, State of Michigan licensing and COA standards; the **Workforce Development Specialist** is responsible for the leadership development and management of volunteers, mentors, tutors, and student interns across Vista Maria's campus.

The Workforce Development Specialist is responsible for guiding Career Pathways participants in identifying and preparing for work experience opportunities; often first jobs for young adults. The program is an afterschool program. The Workforce Development Specialist is responsible for assessment, instruction, arranging and executing workplace visits. Reporting participant feedback. Responsible for teaching and role modeling essential work place skills and self-advocacy. The WFDS will work with the local partner agencies, businesses, and skilled trade's organization to accomplish a seamless and integrated service delivery model. This position is community based and up to 35% of job will take place off site and may include evenings or weekends.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Facilitate workshops
- One-on-one job search coaching
- Assist participants with skill assessments, pre-employment documents and skills
- Research and Design of Workplace Readiness course components
- Liaison between vendors and business partners
- Arranges transportation of participants for off-campus events (i.e. presentations, job experience field trips, off-site training opportunities, job fairs and workshops)
- Designs employment-training tools and provides training in areas that include (but not limited to): interviewing techniques, resume development, application preparation, grooming and hygiene.
- Acts as liaison between employer and participant and provides level of support consistent to consumer need. Provides coaching during work experience onsite or in follow up meetings
- Provides case management services in accordance with policies, procedures, and forms of the Career Pathways program
- Documents participant contact and activity through case notes in paper and electronic databases
- Maintains contact with participants, track participant progress, track participant performance outcomes
- Maintain electronic and paper participant files
- Review job orders to match applicants with job requirements, using manual and/or computerized file searches

