

Northwest Wisconsin CEP
is accepting applications for a
Career Planner

QUALIFICATIONS: Bachelor's degree (B. A.) from four-year college or university; or four to six years related experience and/or training; or equivalent combination of education and experience.

LOCATION: Northwest Wisconsin CEP Office: Superior

POSITION DESCRIPTION:

The Northwest Wisconsin Concentrated Employment Program (Northwest Wisconsin CEP) is a private non-profit company dedicated to strengthening the economy in Northwestern Wisconsin by providing effective and efficient workforce development services to employers and job seekers. Northwest Wisconsin CEP has an opening for a Career Planner. The purpose of a Career Planner (CP) is to assist job seekers and students in determining appropriate training programs and/or job-seeking activities. The CP will also work with other Northwest Wisconsin CEP personnel to assist local businesses in meeting their workforce needs.

SALARY: \$26,119.71 to \$31,923.51 per year. This is a full-time position (37.5 hours per week).

BENEFITS: Health insurance plan, Dental and Vision benefit, generous paid vacations, holidays and sick leave; cooperative employer/employee retirement plan option.

HOW TO APPLY: Go to <http://nwcep.org/employment-opportunities/> for further details and instructions on how to apply. The application process must be completed on or before Friday, December 8, 2017. Questions may be directed to:

Mr. Cory Kempf
Human Resource Manager
Northwest Wisconsin CEP
1805 N. 14th Street
Superior, WI 54880
Phone: 715-392-6081

*Northwest Wisconsin Concentrated Employment Program, Inc.
is an Equal Opportunity Employer/Program
Auxiliary aids and services are available upon request
to individuals with disabilities*

Northwest Wisconsin CEP Job Description

Job Title: Career Planner
Department: Regional Services Team
Reports To: Regional Manager
FLSA Status: Exempt
Prepared By: Cory Kempf
Effective Date: 11/1/17

SUMMARY

The purpose of a Career Planner (CP) is to assist job seekers and students in determining appropriate training programs and/or job-seeking activities. The CP will also work with other Northwest Wisconsin CEP personnel to assist local businesses in meeting their workforce needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Follow agency procedures and guidelines to include Field Level Operations and Procedures Manual (FLOP) which serve as the means to fulfilling agency performance and accountability requirements as determined by various funding sources.

Coordinating with the Youth Services Specialist and Regional Manager to ensure youth program and performance requirements are met or exceeded

Conducts interviews with customers for services and completes necessary application materials.

Coordinate and present group trainings and regarding job seeking skills, and other workforce training topics

Evaluates information to determine possible eligibility for different program areas offered by Northwest Wisconsin CEP or other service agencies.

Implement workforce development services by working directly with job seekers, students, employers, and partner service agencies. Activities include, but are not limited to: career guidance and counseling, supportive services, proper worker referral and placement, assessment of workers and customer follow up.

Develops employability plans by reviewing/evaluating an eligible customer's case history and enrolling an eligible customer into a suitable program.

Recruit members of targeted groups within the scope of various Northwest Wisconsin CEP programs.

Utilize various assessment and testing tools to accomplish the duties required.

Coordinate with Employer Resource Consultants in making potential worker referrals and in requesting employment or training sites for job seeking and student customers.

Knowledgeable about distance learning and training opportunities and should be able to professionally advise and enroll customers into such programs.

Provides tracking and reporting of planned training and other services for customers.

Contact prospective employers, training facilities and referral agencies to actively cultivate/develop/negotiate/secure training and/or permanent employment for customers in order to best utilize available funds or other program resources.

Negotiate and write On-The-Job Training and Work Experience contracts for customers, and may be required to monitor the contract activities as needed. Determines employer needs for services through monthly contact.

Provide professional and courteous customer service to both internal and external customers.

Maintain and document the provision of quality services for the purpose of ensuring a return on taxpayers' investment in the workforce development system.

Conduct post-exit customer follow-up in order to increase worker retention, general workplace problem solving, career building with customers as opposed to simple job placement, maintaining compliance with funding source requirements, and maintaining customer records.

Input accurate information management using such tools web-based customer databases TESSA and ASSET.

Provide case management to job seekers and must document that activity accurately and in a timely fashion using various paper-based and electronic (software) systems and tools.

Responsible for paperwork and data entry involving individual job seekers and students to include: training plans (on-the-job training, work experience, etc.), individual service strategies, eligibility/registration forms, and case notes.

Execute the day-to-day operations of a Field Office which may include the provision of oversight of interns, work experience person(s) as well as serving as the primary Northwest Wisconsin CEP contact person for areas of responsibility.

Participate in Job Fairs, Career Fairs, etc. as scheduling and funding permits.

Help develop and implement special projects such as job fairs, business meetings, job clubs, job seeking skills workshops and other customer specific services.

Responsible for efficiently managing supplies and equipment inventories within provided budgets and manages all office records and maintains office personnel schedules.

Prepare payment request (FIS-12) for office expenditure and submit to Administrative office for payment.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B. A.) from four-year college or university; or four to six years related experience and/or training; or equivalent combination of education and experience.

SUPERVISORY RESPONSIBILITIES

No supervisory authority exists with this position. An CP may occasionally help the Regional Manager supervise temporary staff, such as interns and program participants at the field office worksite.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to make and receive phone calls, which can involve situations ranging from providing information to calming irate customers, customers' family members and/or general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid drivers license.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform

the essential functions.

While performing the duties of this job, the employee is regularly required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, and ability to adjust focus.

TRAVEL Travel is required to properly serve the communities and citizens within the Northwest Wisconsin CEP service delivery area.