

**CEP, INC.**  
is accepting applications for a  
**FSET Work Readiness Specialist - LTE1**

**QUALIFICATIONS:** Associates degree; or two or more year's related experience and/or training; or equivalent combination of education and experience.

**LOCATIONS:** (1 Positions)

**FSET Work Readiness Specialist – Ladysmith, WI (1 position)**

**POSITION DESCRIPTION:**

The Northwest Wisconsin Concentrated Employment Program (CEP, Inc.) 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. CEP, Inc. has an opening for a FSET Work Readiness Specialist LTE1 position. This position is responsible for monitoring the Food Share Employment and Training (FSET) participant work experience activities. The provide work readiness training and assistance for FSET participants in a variety of public and private sector employment situations. Observe program participants and interact with supervisor to gain insight into participant work behaviors and work readiness. This position will travel throughout Rusk, Taylor and Price counties. A valid driver's license and access to dependable transportation is required.

**Wage:** \$13 - \$15 per hour. This is a full-time limited term 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/cep-employment-opportunities> for further details and instructions on how to apply. The application process must be completed on or before Friday, August 19, 2016. Questions may be directed to:

Mr. Cory Kempf  
Human Resource Manager  
CEP, Inc., 1805 N. 14th Street  
Superior, WI 54880  
(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 WI Concentrated Employment Program, Inc.  
Position Description**

**Job Title:** FSET Work Readiness Specialist  
**Department:** Workforce Systems  
**Reports To:** Employment Educator  
**FLSA Status:** Non-Exempt  
**Prepared By:** Cory Kempf  
**Effective Date:** 2/2/15

**Summary:** The FSET Work Readiness Specialist is responsible for monitoring the Food Share Employment and Training (FSET) participant work experience activities. They provide work readiness training and assistance for FSET participants in a variety of public and private sector employment situations. Observe program participants and interact with supervisor to gain insight into participant work behaviors and work readiness.

**Essential Duties and Responsibilities:**

Monitor work training sites, observe and record participant activities and gauge participant work readiness, obtain supervisor evaluations of work behaviors/performance

Assure compliance with all program regulations, labor laws, and health and safety requirements

Assure adequacy and appropriateness of assigned work and supervision  
Identify any compliance deficiencies and recommend corrective action as needed and develop additional work and training sites

Assist FSET Consultant in provision of case management services including, assessment of participant interests, capabilities and service needs, development of participant service plans, identification and utilization of appropriate internal and external program services

Monitoring of service plan progress

Problem solving and resolution

Assessing progress in participant attainment of program goals

Identify and establish appropriate work and training sites, conduct community outreach to identify appropriate work and training activities and review work and training site applications

Conduct site visits to determine appropriateness for individual or group needs, develop work/training site agreements to facilitate program activities,

and provide orientation to work/training site supervisors

May provide direct supervision of group or individual work/training activities as assigned

May assist with vocational assessment, career planning, work readiness and job search training

Complete required documentation in a neat, accurate and appropriate manner; maintain participant and work/training site files in accordance with FSET and agency requirements

Report FSET participant progress and site assessments using required case management systems; enter case notes into case management systems accurately and in a timely manner.

Participate in multi-disciplinary workforce development team

Regularly communicate status of participants and work/training sites with team members

Assist in program evaluation, quality improvement and other team required activities.

Attend staff meetings and participate in required training and professional development activities.

Other duties may be assigned.

**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.

To perform the job successfully, an individual should demonstrate, at a minimum, the following competencies:

**Design** - Generates creative solutions; Uses feedback to modify designs; Applies design principles.

**Technical Skills** - Pursues training and development opportunities; Strives to continuously build knowledge and skills.

**Customer Service** - Responds promptly to customer needs; Solicits customer feedback to improve service.

Teamwork - Balances team and individual responsibilities; Contributes to building a positive team spirit.

Business Acumen - Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.

Cost Consciousness - Works within approved budget; Contributes to profits and revenue; Conserves organizational resources.

Judgment - Displays willingness to make decisions; Includes appropriate people in decision-making process.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently.

### **Education and/or Experience:**

Associates' degree; or two or more years related experience and/or training; or equivalent combination of education and experience. Must demonstrate knowledge of local business and industry.

### **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. Excellent verbal skills and verbal reasoning are required.

### **Mathematical Skills:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

### **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. Ability to determine needs of businesses through interviews, surveys and informal discussions, and to suggest possible solutions to any problems.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of CEP, Inc.'s data management system; and other essential computer programs. Training is available.

**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. Some lifting of up to approximately 50 pounds is occasionally required. Must be able to make employer site visits in all weather conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The work environment consists of a standard office, an employee's personal or work vehicle, and the various worksites of all types of businesses, ranging from farms to factories. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Other requirements:**

Job requires a valid driver's license and access to dependable transportation.

Extensive daytime travel is required.

The Work Readiness Specialist must present a professional appearance and conduct him/herself in a professional manner.

**Supervisory Requirements:**

No supervisory authority exists with this position.