

**Northwest Wisconsin CEP is seeking applications for a:
Transitional Jobs Coordinator – Central Wisconsin Office (FT-LTE)**

LOCATION: Northwest Wisconsin CEP Central Region | Position serves: Adams, Clark, Jackson, and Juneau Counties

QUALIFICATIONS/CORE SKILLS/EDUCATION:

High school diploma or general education degree (GED). Core skills of effective interpersonal communication, organization, teamwork, and independence are a must. One to three years' related experience, education, or training in a human services or similar field preferred.

Training is provided while on the job by the agency and staff members.

POSITION DESCRIPTION SUMMARY: The Northwest Wisconsin Concentrated Employment Program (Northwest Wisconsin CEP) is a private non-profit company dedicated to strengthening the economy of Northwestern Wisconsin by providing effective and efficient workforce development services to employers and job seekers. Additionally, Northwest Wisconsin CEP helps connect area residents with services and assistance available in their communities. Northwest Wisconsin CEP has an opening for a full-time (37.5 hours per week) limited term transitional jobs coordinator. The TJ program offers eligible unemployed individuals who have difficulty entering and succeeding in the workforce access to work opportunities, work training programs, and supportive services. TJ also helps employers find good workers to fill jobs. This position would be responsible for coordinating all aspects of the transitional jobs (TJ) program in the central region of the program under the direction of the program manager. Primary duties include recruiting program participants, screening for program eligibility, conducting orientations, and working with area businesses and organizations to encourage positive outcomes for both participant and business.

WAGE: \$16.41/hour

SCHEDULE: This is a full-time, grant-based position with a flexible schedule option available to equal 37.5 hours per week or 75 hours per two-week pay period. This position is office-based and will work out of the Central office with frequent travel to other areas. This grant period for this funding is March 2022 through June 2023, with the opportunity for extension.

BENEFITS: Health Insurance plan with coordinating HRA, Dental/Vision HRA, Life Insurance, Long-term Disability Insurance, cooperative employer/employee retirement plan option with generous match, vacation time, sick leave, flexible scheduling, Public Service Loan Forgiveness Approved Employer (subject to verification with federal loan processing)

HOW TO APPLY:

Visit <http://www.nwcep.org/employment> for details on application requirements and the online application. This position will remain open until filled, with the first review of applicants occurring **Monday, March 28, 2022**. This position is subject to a comprehensive criminal background check upon job offer and each year thereafter. Questions may be directed to:

Skyler Dural-Eder, Human Resources Director
Northwest Wisconsin CEP
422 3rd Street West, Suite 200
Ashland, WI 54806
(715) 575-6778
sdural-eder@nwcep.org

*Northwest Wisconsin CEP is an equal opportunity employer and service provider.
If you need assistance to access services or materials in an alternate format, call our EO Officer at 715-682-9141.
Northwest Wisconsin CEP uses WI Relay 711 or 800-947-3529 or WI Relay Spanish 877-490-3723.*



Northwest Wisconsin CEP Job Description

Job Title: Transitional Jobs Coordinator – Central Region
Department: Transitional Jobs
Reports To: Business Services Manager
Location: Northwest Wisconsin CEP – Central Region
FLSA Status: Non-exempt, hourly
Effective Date: 03/15/2022

POSITION SUMMARY

The TJ program offers eligible unemployed individuals who have difficulty entering and succeeding in the workforce access to work opportunities, work training programs, and supportive services. TJ also helps employers find good workers to fill jobs. This position would be responsible for coordinating all aspects of the transitional jobs (TJ) program in the central region of the program under the direction of the program manager. Primary duties include recruiting program participants, screening for program eligibility, conducting orientations, and working with area businesses and organizations to encourage positive outcomes for both participant and business.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned or modified to reflect changes or growth within the program(s) at any time.

- A. Promote the Transitional Jobs (TJ) program throughout the designated region through various forms of outreach to increase business participation and awareness.**
 - a. Identify a variety of appropriate potential worksites for TJ participants and track contacts with those employers.
 - b. Network with and inform community agencies and partners of the various opportunities available within the TJ program.
 - c. Conduct outreach to area employers regarding TJ, including, emailing, calling, visiting their locations, attending job fairs, and attending other networking events.

- B. Work one on one with TJ participants to help them reach training and employment goals.**
 - a. Coordinate and maintain a regular appointment schedule to maintain effective communication with participants.
 - b. Interview and assess participants through a discussion regarding worksite requirements, previous work history, likes/dislikes, educational background, current issues, stressors, needs, and accommodations needed for job success.
 - c. Educate and train participants regarding employment recruiting, hiring, and selection practices of employers.
 - d. Assist participants with the review, development, and creation of resumes, cover letters, and other application materials.
 - e. Conduct mock interviews, application and resume completion exercises, and other exercises to increase participant confidence and skills.
 - f. Provide systematic instruction to the participant regarding task, job, and skills analysis and instruction.

- C. Work with local employers to foster participant success within the TJ program.**
 - a. Educate employers about the TJ program and keys to successful outcomes for the business and participant.

- b. Conduct on-site job analysis and assist employers in identifying, modifying, and eliminating environmental barriers and provide assistance or consultation as needed.
- c. Contact employers in person, through email, or by phone on behalf of the participant letting employer(s) know of the TJ Program and available applicants.
- d. Secure TJ worksite agreements with host worksites which clearly outline the obligations of the business and participants following all applicable rules and regulations of the program.
- e. Act as a liaison between the worksite and participant to help resolve or communicate any solvable issues.

D. Set up an appropriate schedule that balances outreach, participant meetings, and reporting.

- a. Submit all tracking and reportable information within the established timeframes.
- b. Complete all case notes and reports accurately and using appropriate and professional grammar and language.
- c. Manage time to efficiently manage outreach, participant meetings, and all reporting to ensure the needs of participants, businesses, and the program are being met.

E. Maintain a high level of confidentiality at all times and be aware of any conflicts of interest as they arise.

EDUCATION/EXPERIENCE/CORE SKILLS:

High school diploma or general education degree (GED). Core skills of effective interpersonal communication, organization, teamwork, and independence are a must. One to three years' related experience, education, or training preferred.

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

SUPERVISORY RESPONSIBILITIES

This position exercises no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed 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 and comprehend simple instructions, correspondence, memos, and other documents. Ability to write and read various simple correspondence. Ability to effectively present information in one-on-one and in small groups to project staff, participants, and other employees.

MATHEMATICAL SKILLS

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

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to be aware of unsafe situations and remedy the issue accordingly.

COMPUTER SKILLS

Ability to use or learn Windows-based software programs and other internal databases

CERTIFICATES, LICENSES, REGISTRATIONS

- Driver's license and reliable transportation required

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 will be required throughout the counties serviced by this program - Adams, Clark, Jackson, and Juneau counties.