

Northwest Wisconsin CEP
is accepting applications for an
Assistant Career Planner (Spooner Office)

LOCATION:

Northwest Wisconsin CEP – Spooner, WI Office

POSITION DESCRIPTION SUMMARY:

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 – Spooner Office has an opening for a part-time (29 hours per week; Monday – Thursday) Assistant Career Planner. The purpose of the Assistant Career Planner (ACP) is to provide a variety of services to CEP staff, job seekers, and employers. This position also performs clerical receptionist duties and is often the first point of contact for someone entering or calling the Northwest Wisconsin CEP office.

Please see the full job description for more complete details, responsibilities, and duties.

EDUCATION/EXPERIENCE:

Candidate must have a high school diploma or general education degree GED and one to three years' related experience and/or training.

WAGE:

\$14.00 per hour. This is a part-time position (29 hours per week).

BENEFITS:

Pro-rated paid vacation, paid sick leave, and paid holidays

HOW TO APPLY:

Visit <https://nwcep.org/employment> for details on application requirements and the online application. The position will remain open until filled with a review of applicants to take place on Friday, April 29, 2022, at noon. This position is subject to a criminal background check upon job offer and each year thereafter. Questions may be directed to:

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

Northwest Wisconsin CEP is an equal opportunity employer and service provider. If you have a disability and need assistance with this information, please call us through Wisconsin Relay Service (7-1-1) or at 800-947-3529. To request information in an alternate format, including language assistance or translation of the information, please contact us at (715)-682-9141.

**Northwest Wisconsin CEP
Job Description**

Job Title: Assistant Career Planner – Spooner Office
Department: West Service Delivery Region
Reports To: Regional Manager – West
Location: Northwest Wisconsin CEP – Spooner
Prepared by: Skyler Dural-Eder, Director of Human Resources
FLSA Status: Hourly
Effective Date: 4/5/2022

SUMMARY

The purpose of the Assistant Career Planner (ACP) is to provide a variety of services to Northwest Wisconsin CEP staff, job seekers, and employers. This position also performs clerical receptionist duties and is often the first point of contact for someone entering or calling the Northwest Wisconsin CEP office.

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

- A. Meet and assist employers, job seekers, Job Center partner agency staff, board members, politicians, and the general public in person, on the phone, or through email.**
 - Effectively communicate with people who are experiencing employment issues and related stressors
 - Provide support and coaching to consumers with problems or those who require assistance regarding the various programs and services available to them
 - Assist consumers with filing and submitting Unemployment Insurance claims
 - Assist consumers with basic job-seeking techniques including the filling out of applications, resume writing, employment opportunity research, and interviewing
 - Coordinate and present training regarding job-seeking skills and other workforce training topics, as needed
 - Assist consumers with using Job Center of Wisconsin, Xello/Career Cruising, and other computer-based workforce development software
- B. Perform a variety of record keeping tasks in an accurate and timely manner.**
 - Maintain and manage office records
 - Maintain a record of various events, such as the number of visitors to the job center and consumer satisfaction surveys
 - Perform follow-up with job seekers, incumbent workers, employers, and partner agencies to gather and manage needed performance information and correctly record data
 - Conduct post-exit consumer follow-up to increase worker retention and to maintain compliance with funding source requirements and maintenance of consumer records
 - Assist team members by typing, filing, mailing, phone routing, ASSET system entry, paperwork review, and other standard clerical tasks
 - Assist the fiscal department with completing and submitting banking deposit forms
 - Assist staff members with the scheduling of appointments
 - Submit participant and consumer success stories as directed by management
- C. Complete fiscal tasks to assist other staff members.**
 - Responsible for efficiently managing supplies and equipment inventories within provided budgets
 - Prepare payment request for office expenditures, and submit to the Administrative Office for payment
 - Responsible for reviewing and submitting participant payments into TESSA and routing them to MIS
- D. Help develop and implement special projects such as job fairs, business meetings, job clubs, job-seeking skills workshops, and other customer-specific services.**

- E. Assist and develop marketing materials that promote agency updates, services, and programs through job books and email blasts to businesses and participants and through social media.**

EDUCATION and/or EXPERIENCE

Candidate must have a high school diploma or general education degree GED and one to three years' related experience and/or training.

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 the 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, 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 Windows-based software programs (i.e., Outlook, Word, Publisher, etc.)

CERTIFICATES, LICENSES, REGISTRATIONS

- Dependable transportation to the worksite

PHYSICAL DEMANDS

The physical demands described here represent those that must be met by an employee to perform the essential functions of this job successfully. 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 the ability to adjust focus.

TRAVEL

Occasional travel may be required.