

**Northwest Wisconsin CEP**  
is accepting applications for a full-time  
**W-2 Job Developer (LTE/FTE)**

**LOCATION:**

Northwest Wisconsin CEP – Ashland, 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 – Ashland Office has an opening for a full-time (37.5 hours per week) W-2 Job Developer. This is a grant-funded position. The W-2 Job Developer is responsible for working with individuals to seek and obtain employment and guide clients through the entire employment process by conducting vocational assessments, career goal identification, career plan development, work readiness, and job search training in conjunction with career planners and other job center and partner organization staff. This is an office-based position with direct client contact.

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

**EDUCATION/EXPERIENCE/QUALIFICATIONS:**

Candidate must have a high school diploma or general education degree GED. Core skills of effective interpersonal communication, organization, teamwork, and independence are essential. Knowledge and experience working with individuals with disabilities desirable. The job requires a driver's license and reliable transportation.

**WAGE:**

\$15.85/hour

**BENEFITS:**

Complete benefits package, including health insurance plan with coordinating HRA, dental/vision HRA, employer paid life insurance, employer paid long-term disability policy, cooperative employer/employee retirement plan option with generous double-digit match, generous vacation time, sick leave, flexible scheduling, Public Service Loan Forgiveness (PSLF) Approved Employer (subject to verification with federal loan processing)

**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 the first review of applicants on Tuesday, September 20, 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 3<sup>rd</sup> Street West, Suite 200  
Ashland, WI 54806  
(715) 575-6778 | [hr@nwcep.org](mailto: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:** W-2 Job Developer  
**Department:** East Service Delivery Region  
**Reports To:** Regional Manager – East  
**Location:** Northwest Wisconsin CEP – Ashland  
**Prepared by:** Skyler Dural-Eder, Director of Human Resources  
**FLSA Status:** Hourly  
**Effective Date:** 8/1/2022

**SUMMARY**

The W-2 Job Developer is responsible for working with individuals to seek and obtain employment and guide clients through the entire employment process by conducting vocational assessments, career goal identification, career plan development, work readiness and job search training in conjunction with career planners and other job center and partner organization staff. This is an office-based position with direct client contact.

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

- A. Assist in placing W-2 customers into subsidized and unsubsidized employment or unpaid work-related activities at public and private non-profit entities.**
- Meet with W-2 consumers, Career Planners, Financial Employment Planners, and other involved staff and service providers to familiarize themselves with consumer skills, strengths, barriers, and career aspirations to determine appropriate employment placements.
  - Communicate with other members of the job center staff on area job openings and work experience opportunities.
  - Contact employers to solicit jobs that fit the profiles of consumers.
  - Contact potential public and non-profit entities to determine unpaid work experience and volunteer opportunities that may meet the training needs of consumers.
  - Conduct community outreach as an advocate to identify appropriate work and training activities
  - Develop constructive work/training site agreements.
  - Provide orientation to work/training sites.
  - Promote W-2 subsidies such as Trial Jobs to employers.
  - Monitor service plan progress with consumers and employers/training sites. Contact both the consumer and employer on a frequent basis to ensure positive outcomes and address any concerns.
  - Monitor consumer performance on job sites and assess the workplace for compliance with all program regulations, labor laws, health, and safety requirements.
- B. Assist Financial Employment Planners with Job Retention services.**
- Provide case management support to encourage job retention.
  - Guide in career decision-making skills.
  - Assist with updating resumes, cover letters, interview skills, job-searching skills, and with filling out applications.
  - Refer for Job Access Loans (JAL), Wisconsin Shares Child Care, FoodShare and BadgerCare, FSET, WIOA, TJ, WAI, and other assistance programs.
- C. Maintain skills and knowledge base required for the W-2 Job Developer position.**
- Complete state-provided work Readiness training within three months of start date.
  - Be aware of the labor market across the entire W-2 region, including job openings and other employment trends.
  - Attend W-2 meetings and other staff meetings as scheduled.
  - Complete 12 hours of annually required continuing education to maintain Work Readiness status based on Department of Children and Families requisites.

**D. Maintain neat and accurate records and files.**

- Complete required documentation, including case notes, training logs, and progress notes, in a neat, accurate, and appropriate manner that meets all requirements and standards.
- Use state and agency case management and reporting systems as directed.
- Report participant progress and site assessments using required case management systems.
- Maintain participant and work/training site files in accordance with agency requirements.

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

**F. Maintain a high level of confidentiality and be aware of any conflicts of interest as they arise.**

**EDUCATION/EXPERIENCE/QUALIFICATIONS**

Candidate must have a high school diploma or general education degree GED. Core skills of effective interpersonal communication, organization, teamwork, and independence are essential. Knowledge and experience working with individuals with disabilities desirable. The job requires a driver's license and reliable 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, 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**

- Must meet all requirements of DCF training annually.
- Driver's license and reliable transportation.

**PHYSICAL DEMANDS**

The physical demands described here represent those that an employee must meet 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 must occasionally stand, stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**TRAVEL**

Travel to business sites and outreach spots is required. Occasional travel outside of the region.