

Northwest Wisconsin CEP
is accepting applications for a
Career Planner

LOCATION:

Northwest Wisconsin CEP – Superior, 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 – Superior Office has an opening for a full-time Career Planner. The purpose of the Career Planner is to assist job seekers and youth in determining appropriate training programs and job seeking activities. The Career Planner will also work with other Northwest Wisconsin CEP personnel and workforce system partners to assist local businesses in meeting their workforce needs.

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

EDUCATION/EXPERIENCE:

Associate's degree required, Bachelor's degree preferred; or four to six years related experience and/or training; or equivalent combination of education and experience.

WAGE:

\$15.39 to \$17.52 per hour

SCHEDULE:

This is a full-time position with flexible schedule option available to equal 37.5 hours per week or 75 hours per two week pay period.

BENEFITS:

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

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 taking place on Friday, January 17, 2019. Position is subject to a criminal background check upon job offer. Questions may be directed to:

Skyler Dural-Eder
Human Resource Director
Northwest Wisconsin CEP
422 3rd Street West, Suite 200
Ashland, WI 54806
(715) 682-9141 x. 115
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: Career Planner
Department: West Service Delivery Region
Reports To: Regional Manager – West
Location: Northwest Wisconsin CEP – Superior
Prepared by: Skyler Dural-Eder
FLSA Status: Non-exempt, hourly
Effective Date: 1/1/2020

SUMMARY

The purpose of the Career Planner is to assist job seekers and youth in determining appropriate training programs and job seeking activities. The Career Planner will also work with other Northwest Wisconsin CEP personnel and workforce system partners to assist local businesses in meeting their workforce needs.

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.

- Follow agency procedures and guidelines to include Field Level Operations and Procedures Manual (FLOP) that serves as the means to fulfilling agency performance and accountability requirements as determined by various funding sources
- Coordinate with the Youth Services Specialist(s), Regional Manager(s), Vocational Rehabilitation staff, and other staff members to ensure that youth program and performance requirements are met or exceeded
- Conduct interviews with consumers for services and complete necessary application materials
- Coordinate and present trainings or one to one learning sessions related to job seeking skills, workforce skills, and other workforce training topics
- Evaluate information to determine possible eligibility for different program areas offered by Northwest Wisconsin CEP or other partner agencies
- Implement workforce development services by working directly with job seekers, students, employers, and partner service agencies, including:
 - Career guidance and counseling
 - Supportive services
 - Proper worker referral and placement
 - Assessment of workers
 - Customer follow up
- Develop employability plans by reviewing and 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, including but not limited to:
 - Dislocated workers
 - Individuals who are homeless
 - Veterans
 - Youth in foster care
 - Pregnant/Parenting youth
 - And others as programs require
- Utilize various assessment and testing tools to assess participants and potential participants
- Coordinate with CEP Business Consultants and other regional CEP staff to make worker referrals for employment or training needs

- Stay updated on local and distance learning and training options in order to professionally advise and enroll consumers in such programs
- Provide tracking and reporting of planned training and other services for consumers
- 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
- Monitor on-the-job training contracts and complete all required follow up activities
- 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 taxpayer investment into the workforce development system
- Conduct post-exit customer follow-up in order to increase worker retention, general workplace problem solving, and career building with consumers while maintaining compliance with funding source requirements
- Input accurate information using tools such as ASSET
- Provide case management to job seekers, documenting activity accurately and in a timely fashion using various paper-based and software systems
- Responsible for paperwork and data entry involving individual job seekers and students such as training plans, contract, individual services strategies, eligibility/registration forms, and case notes
- Participate in job fairs, career fairs, reality fairs, etc. as scheduling and funding permits
- Help develop and implement special projects such as fairs, meetings, clubs, workshops, and other services as required
- Prepare payment requests and submit to the Administrative office for payment
- Other duties may be assigned

EDUCATION and/or EXPERIENCE

Associate's degree required, Bachelor's degree preferred; or four to six years related experience and/or training; or equivalent combination of education and experience.

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

CERTIFICATES, LICENSES, REGISTRATIONS

Valid driver's license is 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 is required to properly serve the communities and citizens within the Northwest Wisconsin CEP delivery area.