

**Northwest Wisconsin CEP**  
is accepting applications for a  
**FSET Work Readiness Specialist – Price and Rusk Counties**

**LOCATION:**

Northwest Wisconsin CEP – Phillips, WI and Ladysmith, WI Offices

**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 – Phillips Office / Ladysmith Office has an opening for an FSET Work Readiness Specialist. This position is responsible for recruiting, engaging, and assisting participants in the Food Share Employment Training (FSET) program. Additionally, this position requires engagement within the community with partner agencies, training providers, and employers who may be recruiting for open positions or offering work experience and training opportunities. This position also provides direct, in-person service to individuals at the Phillips and Ladysmith FSET offices.

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

**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.

Training is provided while on the job by the agency and your colleagues.

**WAGE:**

\$15.39 per 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 both the Phillips and Ladysmith offices on a set service schedule.

**BENEFITS:**

Health Insurance plan, 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, June 21, 2021 at 9 AM. This position is subject to a criminal background check upon job offer. Questions may be directed to:

Skyler Dural-Eder, Human Resources Director  
Northwest Wisconsin CEP  
422 3<sup>rd</sup> Street West, Suite 200  
Ashland, WI 54806  
(715) 575-6778  
[sdural-eder@nwcep.org](mailto: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:** FSET Work Readiness Specialist  
**Department:** East Service Delivery Region  
**Reports To:** Regional Manager – East  
**Location:** Northwest Wisconsin CEP – Phillips, WI and Ladysmith, WI  
**FLSA Status:** Non-exempt, hourly  
**Effective Date:** 6/8/2021 (revised date)

### POSITION SUMMARY

This position is responsible for recruiting, engaging, and assisting participants in the Food Share Employment Training (FSET) program. Additionally, this position requires engagement within the community with partner agencies, training providers, and employers who may be recruiting for open positions or offering work experience and training opportunities. This position also provides direct, in-person service to individuals at the Phillips and Ladysmith FSET offices.

**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. Promote the FSET program within the community and recruit individuals for participation within the program.**
- Contact potential clients by phone, text, email, or social media to promote the program and recruit for enrollment.
  - Call and send appointment reminders to increase the likelihood of client enrollments.
  - Document client recruitment activities and all subsequent client and collateral contacts.
- B. Provide work readiness training and assistance to FSET participants in a variety of employment situations.**
- Assist the Career Planner with enrollments by engaging and problem solving with the participant to ensure that their Employment Plan is targeted to their specific needs and abilities.
  - Provide verbal orientation to new participants to ensure the goals and objectives of the FSET program are understood.
  - Engage and follow on participant's participation and progress to help them fulfill their career goals and objectives.
  - Facilitate career assessments using available programs, such as Career Cruising and ONet.
  - Work one on one with participants to draft and complete market appropriate resumes.
  - Assist participants with written and digital job applications, reference lists, and cover letters to assist in the participant's job search and teach those skills for long-term self-sufficiency.
  - Provide individual and group skill-building sessions to address soft skill development needed for successful job searching and job retention
  - Provide general and/or targeted job leads based on a participant's career goals.
  - Accompany the participant to the assigned work experience site to formally introduce the site supervisor, explain work experience goals and objectives, and secure required paperwork and signatures.
  - Use all available communication modes to reach out to participants to track progress with training, job searches, or secured employment.
  - Be a source of referrals to participants whose needs are outside the scope of FSET or who have additional needs.
- C. Network and connect with various employers, community partners, and other agencies to share information about the program, set up work experience opportunities, and to encourage referrals.**

- Reach out to area social service agencies, food pantries, criminal justice professionals, and community groups to promote FSET and to encourage referrals.
- Conduct outreach with area employers regarding FSET, as well as other CEP programs relevant to the employer.
- Establish Work Experience sites in the community that will provide guidance, transferable skills, and a safe environment for participants.

**D. Program management, continuous learning, and agency support.**

- Explore employer trends and concerns to channel the most relevant job leads to participants and aid in the content of job search skills curriculum.
- Schedule appointments and manage calendar to best meet the needs of the program.
- Attend ongoing training and update meetings to stay abreast of the changes made at the State and agency levels.
- Assist WRS colleagues by covering other office workshops, recruiting, and orientations when needed.
- Work with other CEP employees on coordinated services, additional outreach, and other agency initiatives.

**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 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**

Considerable travel is required within Price and Rusk counties. Occasional travel to other areas as necessary.