

**Northwest Wisconsin CEP**  
is accepting applications for a  
**FSET Work Readiness Specialist**

**LOCATION:**

Northwest Wisconsin CEP – Phillips, WI and Ladysmith, 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 – Phillips Office / Ladysmith Office has an opening for a FSET Work Readiness Specialist position. This position is responsible for coordinating and monitoring the Food Share Employment and Training (FSET) participant work experience activities at a variety of public and private sector employment situations. Travel throughout Price and Rusk counties and the surrounding areas will be required. A valid driver's license and access to dependable transportation is required.

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. Associate's degree is preferred.

**WAGE:**

\$15.39 per hour

**SCHEDULE:**

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

**BENEFITS:**

Health Insurance plan, Dental/Vision HRA, Life Insurance, Long-term Disability Insurance, cooperative employer/employee retirement plan option, generous vacation, sick leave, and flexible scheduling

**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, March 6, 2020. 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) 682-9141 x. 115  
[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  
**Prepared by:** Skyler Dural-Eder  
**FLSA Status:** Non-exempt, hourly  
**Effective Date:** 1/1/2020

### **SUMMARY**

The FSET Work Readiness Specialist is responsible for coordinating and monitoring the Food Share Employment and Training (FSET) participant work experience activities. This employee provides work readiness training and assistance for FSET participants in a variety of public and private sector employment situations. This employee must observe and interact with program participants and their supervisors to gain insight into participant work behaviors and work readiness.

**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.

- Identify and establish appropriate work and training sites, conduct community outreach to identify appropriate work and training activities, and review work and training site applications
- Monitor work training sites, observe and record participant activities and gauge participant work readiness, and obtain supervisor evaluations of work behaviors and performance
- Assure compliance with all program regulations, labor laws, and health and safety requirements
- Assure adequacy and appropriateness of assigned work and supervision
- Identify and compliance deficiencies and recommend corrective action as needed
- Assist FSET Career Planner in provision of case management services, including:
  - Assessment of participant interests
  - Capabilities and service needs
  - Worksite needs
  - Development of participant service plans
  - Identification and utilization of appropriate internal and external program services
- Monitor service plan progress
- Conduct site visits to determine appropriateness for individual or group needs, develop work/training site agreements to facilitate program activities, and provide orientation to work/training site supervisors
- May provide direct supervision of group or individual work/training activities as assigned
- May assist with vocational assessment, career planning, work readiness, and job search training
- Complete required documentation in a neat, accurate, and appropriate manner
- Maintain participant and work/training site files in accordance with FSET and agency requirements
- Report FSET participant progress and site assessments using required case management systems
- Enter case notes into case management systems accurately and in a timely manner
- Participate in multi-disciplinary workforce development team
- Regularly communicate the status of participants and work/training sites with team members
- Assist in program evaluation, quality improvement and other team required activities
- Attend staff meetings and participate in required training and professional development activities

## **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. Associate's degree is preferred.

## **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**

- Dependable transportation to the worksite

## **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 required within Price and Rusk counties. Occasional travel to other areas as necessary.