

Job Title: Dislocated Worker Project Liaison/Outreach Specialist (Part-time)

To Apply:

Submit resume and cover letter to: Randy Back, Operations Director
Northeast Minnesota Office of Job Training
820 North 9th Street
PO Box 1028
Virginia MN 55792

By email: Randy.Back@nemoit.org

Deadline to apply: 4:30 pm, February 21, 2018.

Characteristics of Position:

Under the general direction of the Director and under the immediate supervision of the Operations Director, the employee in this classification will assist in the development and implementation of an outreach program to laid off employees of large-scale dislocated worker events. The employee will help develop a recruitment strategy and coordinate outreach activities. The employee will maintain a working knowledge of the dislocated worker program and related resources available to affected workers. The employee will perform related work as required, including assisting Career Counselors with enrollment and service paperwork, developing communications with affected workers, and other outreach activities as assigned. This position is based out of the Grand Rapids Workforce Center.

Supervisory Controls:

Work is performed according to general guidelines and agency procedures and policies. The employee uses independent judgment, initiative, and discretion in performing the duties of the position consistent with consent regulations and will maintain complete confidentiality regarding program participants. Work is reviewed through conferences with management, written reports, and objectives achieved.

Examples of Work:

The following examples of duties are intended to be illustrative only and are not intended to be all-inclusive or restrictive:

- Performs interviews with applicants interested in job training services.
- Refers eligible dislocated workers to appropriate training programs.
- Assist in completion of all required enrollment forms.
- Assists in organizing and implementing specialized outreach activities to dislocated workers and the distribution of outreach materials, including written (letters, emails, online), phone and in person.
- Document all contacts, complete client follow-up forms and compile program reports as directed.

- Assists in identifying training and workshop needs; recruit for and assist in facilitating workshops for affected workers.
- Assists in assessment of client interests and abilities, the development of employment-related goals, and a plan to achieve these goals.
- Assist Career Counselors with client follow-up and activity documentation.

Liaison Duties:

- Conduct group orientations and enrollment meetings.
- Follow-up and outreach calls plus referral to Creative Job Search and workshops.
- Reminder calls for monitoring reports that were given to those in training.
- Placement and follow-up / exiting files.
- Set-up and proctor assessments CAI...
- Assist with workshops.
- Catalog and organize Blandin grant activities.
- Track enrolled non-training participants (to fulfill live contact requirements for Workforce One).
- Handle walk-in customers' questions.
- Attend Employee Management Committee (EMC) meetings.

Required Skills and Qualifications:

Position requires solid computer skills (word processing, email, and internet navigation) and excellent interpersonal and written communication skills. Candidate must be thorough and detail-oriented, empathetic and compassionate, and be resourceful with demonstrated relationship-building skills. Experience in counseling, teaching, human resources, community or social work or experience, and developing newsletters and other communications helpful.