

Job Title:	Vocational Training Specialist – Community Works Project
Department:	Employment Programs
Reports to:	CWP Assistant Program Manager
Hours:	Full time, Non-Exempt, generally 8-5 M-F with one hour unpaid Lunch
Status:	Permanent
Salary Range:	Starts at \$17.13 – \$19.37/hour, DOE
Primary Site:	CWP @ East County Family Service Center - 11826 Glisan St., Portland OR 97220
Benefits:	Paid holidays, personal leave, medical, dental, AD & D, short and long-term disability insurance.

SUMMARY: The Community Works Project (CWP) is a 6-agency collaborative project providing job preparation and placement services to Temporary Assistance to Needy Families (TANF) participants who are participating in Job Opportunities Basic Skills (JOBS) program. CWP is located on-site at the Department of Human Services (DHS) East County Family Service Center. The Vocational Training Specialist will be responsible for guiding participants through long-term career planning and helping them navigate locally available vocational training opportunities in all sectors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include some or all of the following. Other duties and responsibilities may be assigned.

1. Compile and study occupational, educational, and economic information to assist participants in determining and carrying out vocational and educational objectives.
2. Advise individuals to help them understand and overcome personal, social, or behavioral problems affecting their educational or vocational situations.
3. Guide participants regarding educational issues, such as course and program selection, class scheduling and registration, school adjustment, truancy, study habits, and career planning.
4. Establish connections with local short-term training vocational opportunities that match participant's interest and needs.
5. Support participants in completing the necessary research and forms to be approved for Vocational Training by DHS.
6. Be knowledgeable regarding funding sources for short-term trainings and stay abreast of the process and deadlines.
7. Lead orientations to inform participants of local training opportunities and the DHS approval process.
8. Effectively utilize Worksource resources to remove participants' barriers to employment opportunities and increase their chances to become self sufficient.
9. Utilize community resources to refer and engage participants in skill building activities.
10. Maintain regular contact with all participants while they are pursuing vocational training. Provide support to participants as they progress through their employment plans.
11. Maintain consistent documentation of daily activities including attendance logs, time sheets, employer contacts, evaluation reports and progress

12. Participate in trainings and meetings as requested to ensure project out-comes achievement. Encourage open communication and team approach to project activities with a customer service approach.
13. Conduct participant satisfaction surveys on a regular basis.
14. Demonstrate acceptance and respect for diverse program participants; handle sensitive situations with an open, courteous approach; maintain an objective and professional relationship with participants.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities

QUALIFICATIONS

Any combination of education and experience that demonstrates the ability to perform the duties of the position is qualifying. This would typically include:

1. Ability to function in a positive manner in a demanding work environment, to demonstrate a high degree of flexibility, to respond to priorities and schedules that change frequently.
2. Ability to meet multiple, sometimes conflicting deadlines.
3. Strong analytical and decision-making abilities.
4. Ability to deal with distressed and/or demanding clients and employees in an effective manner.
5. Ability to work in a fast paced environment and make good judgments as it pertains to clients.
6. Ability to maintain a high level of confidentiality.
7. Strong skills in intercultural, interpersonal and organizational communication.
8. Ability to communicate in a positive manner verbally, in writing, and by phone.
9. Ability to communicate with a variety of personality types and levels of the organization as well as with persons outside of the organization.
10. Ability to listen for understanding and assist in problem solving.
11. Ability to prepare clear, accurate and concise reports.
12. Be punctual, good attendance, and be able to work flexible hours to meet the availability of clients.
13. Ability to use basic office equipment, telephone, copy machine, fax machine, and computer.
14. Ability to sit, stand, walk, drive, talk on the phone and/or use computer for long periods of time.
15. Possess a valid driver's license and verification of current auto-insurance, and have full use of automobile during work hours.
16. Participate in staff meetings, trainings, committees, and volunteer activities to support Human Solutions goals.
17. Possess a valid driver's license and verification of current auto-insurance, and have full use of automobile during work hours.
18. Participate in staff meetings, trainings, committees, and volunteer activities to support Human Solutions Inc. goals.
19. Regularly communicate with Workforce Specialists on JOBS participants' activities, progress and challenges through the DHS TRACS database, phone calls, emails, and regular meetings.
20. Represent CWP to the public and effectively communicate CWP's mission and values in the community.

EDUCATION and/or EXPERIENCE: Bachelor's Degree in social service/social sciences field with at least six (6) months experience providing workforce development services; or any combination of education and work experience in social services, employment development and case management totaling four years.

- Knowledge of and/or experience with local Vocational Training programs and services, including Worksource centers, Portland Community College (PCC) and Mount Hood Community College (MHCC)
- Experience with pre-employment activities and job search development.
- Knowledge and/or experience in job development and placement activities.
- Knowledge of the local job market and concerns of employers.

TO APPLY

Please send resume with cover letter and three professional references to: Kimberly Markel, Community Works Assistant Program Manager Kimberly Markel kimberlyM@communityworksnw.org. References need not be written, simply the names and contact information for three people who are familiar with your work. At least one should be a supervisor or former supervisor. Open until filled. No phone calls please.