



POSITION TITLE:

**WORKFORCE DEVELOPMENT
SPECIALIST - MyJOB**

POSITION DESCRIPTION

Reports to: MyJOB WDS Lead or Program Manager

Type of Position:

Regular Full-Time

Regular Part-Time

Full Time Project-Term Limited

Starting Salary Range: \$3,839 – 4,156/mo

Full Salary Range: \$ 3,839 – 5,110/mo

FLSA: Exempt Eligible

JOB SUMMARY:

Provides a variety of individual- and group-based services such as career planning, Uplift! Training, assessment and counseling services, utilizing a case management model to enable youth who are incarcerated to be prepared for transition, and future career opportunities. This position is stationed in Olympia, WA with services being provided in Tacoma, WA.

JOB FUNCTIONS:

1. Provides comprehensive evaluation of employment and training needs. Assesses youth skills by interviewing, testing and other methods.
2. Leads Uplift! Training components, to include LaunchPad and BoosterPacks, and assists youth in completing their employment portfolios.
3. Works with youth to develop individual training/career plans for transition.
4. Assists youth with accessing work experience opportunities during incarceration.
5. Assesses youth needs, authorizes and facilitates supportive services (if available) to assist in removing barriers that may prevent successful completion of the program.
6. Provides counseling for youth with employment or educational barriers. May assess clients with physical or mental disabilities and make appropriate referrals to related services.
7. Facilitates group processes including assessments, workshops, orientations and career clubs.
8. Provides transitioning youth with referrals to community and workforce services available in their home communities.
9. Maintains case files as directed to meet youth follow-up and program evaluation needs.
10. Monitors and records participant data into multiple management information systems.
11. Ensures nondiscrimination and equity in the delivery of services.

12. May interact and coordinate services with other state and local agencies and programs.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Experience with workforce or employment services, customer assessment, program eligibility, counseling techniques and performance requirements.
2. Knowledge and ability to understand, interpret, and follow policies and regulations of workforce development systems, preferably programs associated with youth and federal programs.
3. Experience working effectively and respectfully with diverse populations, youth populations, including incarcerated youth, and disadvantaged/vulnerable populations.
4. Experienced in group facilitation and program evaluation.
5. Must be able to effectively organize and track large amounts of data and produce required reports within deadlines.
6. Ability to gather, analyze, and interpret data to present ideas, conclusions, and factual data in clear and concise written and oral formats.
7. Skilled in planning and prioritizing work effectively, working independently and with minimal supervision.
8. Strong interpersonal skills and ability to work collaboratively with colleagues, partners and youth participants.
9. Able to maintain high levels of confidentiality, credibility and professionalism.
10. Skilled in effectively operating standard office equipment including personal computers and Microsoft Office applications.
11. Strong familiarity with contemporary communication methodologies including email, texting, websites and other social media.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

The work is typically performed in an office environment within state incarceration community facilities. Minimal bending, stooping, kneeling or lifting involved. Position may require travel within workforce delivery area boundaries.

OTHER:

Must be able to obtain access to Green Hill School, Echo Glen Children's Center or Naselle Youth Camp.