



PACIFIC MOUNTAIN
WORKFORCE
DEVELOPMENT

POSITION TITLE:

**WORKFORCE DEVELOPMENT
SPECIALIST – Lead (MyJOB)**

POSITION DESCRIPTION

Reports to: MyJOB Program Manager

Type of Position:

Starting Salary Range: \$25.11 - \$27.19/hr.

Regular Full-Time

Full Salary Range: \$25.11 – \$33.40/hr.

Regular Part-Time

Full Time-Term Limited

FLSA: Exempt Eligible

Temporary

JOB SUMMARY:

Serves lead role in coordinating activities of other Workforce Development Specialists and AmeriCorps Team members, in addition to functionally leading work experience or other clerical staff in the department. 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 will be primarily based in Snoqualmie, Washington but will require travel to JR and partner facilities.

JOB FUNCTIONS:

1. Organizes and monitors work of assigned employees. Supports the selection process of new staff. Reviews leave requests, timesheets, supportive services request, and forwards to MyJOB Program Manager for approval.
2. Supports the onboarding and mentoring of new and partner staff. Provides supporting information for performance evaluations of all personnel under their leadership.
3. Functionally leads and organizes MyJOB- AmeriCorps members' collaborating with PacMtn, MyJOB, and their service site Specialists.
4. Provides day-to-day support to program Specialists, in addition to supporting the development and monitoring of monthly goals.
5. Complete weekly and monthly review of services provided by Specialists at each designated JR facility.
6. Conducts bi-weekly review of Specialists caseloads. In addition to maintaining an onsite casefiles auditing process.
7. Reporting program data to appropriated PacMtn Leadership.
8. Enrolls, monitors, updates, and reports on MyJOB program participants' data within Customer Relationship Management (CRM) system.
9. Facilitates individual and group related services related to transitional planning.
10. Support the coordination of onsite monthly Speaker Events with MyJOB and JRA

- contacts at service locations through the facilitation of the Speaker Event on site.
11. Provides comprehensive evaluation of employment and training needs. Assesses customer skills by interviewing, testing, and other methods.
 12. Participates in monthly and quarterly meetings with partners at JR facilities.
 13. Works with youth to develop individual training/career plans for transition.
 14. Assists youth with accessing work experience opportunities prior to transition.
 15. Provides transitioning youth with referrals to community and workforce services available in their home communities.
 16. Supervise and support the creation of program documents and certificates necessary for student's professional portfolios and transitional documents.
 17. Assesses youth needs, authorizes and facilitates supportive services (if available) to assist in removing barriers that may prevent successful completion of the program.
 18. Provides counseling for youth with employment or educational barriers. May assess clients with physical or mental disabilities and make appropriate referrals to related services.
 19. Maintains case files as directed to meet youth follow-up and program evaluation needs.
 20. Recommends processes and procedures for enrollment and providing services.
 21. Supports the coordination of services with other state and local agencies and programs.
 22. Supports PacMtn Leadership in the implementation of program design and quality control measures.
 23. Ensures nondiscrimination and equity in the delivery of services.

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, presentations, 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.
12. Able to lead, train, and coordinate department staff.
13. Strong verbal and written communication skills.
14. Supervisory or team leading experience.
15. Ability to work with diverse populations.
16. Must be organized and possess multitasking skills.
17. Initiative to support the creation and development of new processes and procedures.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

The work is performed in an office environment, and in youth detention facilities (Community facilities included). Minimal bending, stooping, kneeling or lifting involved. Position requires travel within workforce delivery area boundaries. **Must be able to lift at least 25-lbs.** Position may require work outside of normal working hours.

OTHER:

Must be able to obtain access to Green Hill School, Echo Glen Children's Center or Naselle Youth Camp, in addition to each of the Juvenile Rehabilitation facilities.