



building community prosperity

PACIFIC MOUNTAIN
WORKFORCE
DEVELOPMENT

POSITION TITLE:

**WORKFORCE DEVELOPMENT
SPECIALIST II- MyJOB**

POSITION DESCRIPTION

Reports to: MyJOB Program Manager or Supervisor

Type of Position:

Regular Full-Time

Regular Part-Time

Full Time Project-Term Limited

Starting Salary Range: \$23.25 – 25.18/hr

Full Salary Range: \$ 23.25 – 30.95/hr

FLSA: Exempt Eligible

Provides a variety of college and career pathway services such as career planning, workforce development trainings, setting education goals, connection to college systems, and completing career assessment by utilizing a case management model to enable justice involved youth to reach their full potential and be prepared for transition, and future career and college opportunities. This position is stationed in Snoqualmie, WA at Echo Glen Children’s Center.

JOB FUNCTIONS:

1. Provide comprehensive evaluation of employment, education and training needs. Establishes connections between youth and employment and education pathways while youth are incarcerated.
2. Provide information to students regarding Guided Pathways, which include: registered pre-apprenticeship, Career and Technical Education, and Academic pathways.
3. Act as a liaison between Issaquah School District and Post-Secondary Education programs to assist in determining the most appropriate pathway based on student needs, age, education level, etc.
4. Participate in employment training components, to assist youth in establishing their employment and career pathways.
5. Work with youth to develop individual training/career plans for transition.
6. Assist youth with accessing work experience and education opportunities during incarceration.
7. Assist students with applying for college, including completing financial aid applications.
8. Refer students to additional on-campus assistance when necessary.
9. Coordinate with education services to ensure smooth transition from incarceration to post-secondary education opportunities upon release.

10. Provide counseling for youth with employment and/or educational barriers. May assess clients with physical or mental disabilities and make appropriate referrals to related services including DVR.
11. Facilitate individual sessions with youth including assessments, workshops, and orientations.
12. Provide transitioning youth with referrals to community and workforce services available in their home communities for education and employment pathways.
13. Maintain case files as directed to meet youth follow-up and program evaluation needs.
14. Monitor and record participant data into multiple management information systems.
15. Ensure nondiscrimination and equity in the delivery of services.
16. May interact and coordinate services with other state and local agencies and programs.
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1. Thorough understanding of and commitment to the mission and philosophy of the Pacific Mountain Workforce Development Council
2. Strong interpersonal skills, organizational skills, and effective oral and written communication/public relation skills
3. Excellent problem solving and critical thinking skills
4. Ability to generate documents and reports utilizing specific computer applications
5. Ability to manage multiple tasks and meet deadlines
6. Personal integrity, honesty, and the ability to maintain confidentiality
7. Excellent computer skills as evidenced by competence in Microsoft Office Suite including: Word, Excel, PowerPoint, and Outlook
8. Sound knowledge-base of workforce and educational assessment tools
9. Leadership skills related to coordinating, assisting, and/or implementing job skills training programs
10. Experience in career coaching and educational pathway development
11. Experience in conducting and/or coordinating regional and local training activities
12. Experience with developing and/or implementing strategies that strengthen partnerships and processes for delivery of educational services

13. Experience with networking with state agencies and various workforce development partners
14. Ability to work flexible hours including some evening and weekend hours consistent with student need, and meetings/conference requirements.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

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

OTHER:

Must be able to obtain access to Echo Glen Children's Center and be able to pass a national fingerprint background check allowing access to DCYF Facilities.