

EMPLOYMENT CONNECTION

Job Description

Lead Training Facilitator

DUTIES AND RESPONSIBILITIES

Facilitate work readiness training classes; at EC campuses and various other agencies/locations. Serve specific sub-populations of participants, including but not limited to adults, youth, justice involved participants, TANF recipients, WIOA qualified participants and others as the needs of the agency requires. Recruit clients to attend weekly classes. Teaches participants job search techniques, utilizing a set of structured and task-oriented classroom exercises designed to equip participants with skills necessary to find and obtain employment independently or with a minimum of assistance. Teaches participants sample applications and interview skills which are measured with pre/post-tests. Documents results of applying these criteria and recommends participants best suited to proceed to placement services. Ensure only job ready clients complete work readiness training classes and are referred to Career Services. Develops and/or applies behavioral criteria in assessing participants' appropriateness for referral to Career Services. These criteria pertain to work attitude, quality, quantity, habits, self-esteem, judgment, initiative, capacity to learn, interpersonal relations, and appearance. Document pre/post-test scores to determine participants' appropriateness for referral to Career Services. If clients is not an appropriate referral, recommend participant to retake the job readiness training class. Screens participants, identifies obstacles to acquisition and retention of employment, and documents relevant data. Obtains and records information on participants' interests, previous employment experiences, skills and knowledge, physical and personal qualifications and other data pertinent to classifying, screening and referring optimal, job-ready participants to placement services. Assists in motivational workshops, monitoring individual job seeking efforts and leading group discussions, ensuring that participants take an active role, and recording pertinent data as required. Assist in development and/or modification of curricula or other instructional materials to meet changing needs of participants. Arranges the scheduling of participants for interviewing. Assist in development and maintaining effective liaison with referral agencies, educational institutions, and social service or other agencies and community groups providing supportive services. Arranges the scheduling of outside facilitators. This requirement necessitates that staff should have the ability to understand and implement detailed regulations and requirements in order to meet the agency's contractual obligations to its funders. Stimulates clients through counseling to initiate development of job possibilities. May refer clients to employers seeking individuals with similar experience and skills. May contact representatives of business and industrial plants, agencies, labor unions, employment agencies, etc., to solicit/accept job orders. Develops interest in the employment of qualified clients. May schedule appointments between clients and employers. May counsel employers and employees experiencing adjustment difficulties. Refers special, problem cases to appropriate staff for assistance on courses of action. Maintains and assures accuracy of participant records to facilitate management of performance-based contracts or other administrative systems. Creates clients progress notes (event logs) for every participant that completes job readiness training class. Reviews for accuracy all client files after each class. Ensures that all required documents are complete and in the file and all data has been entered into database. Makes appropriate corrections as needed. Signs off on designated file form. May prepare and submit a variety of statistical and narrative reports. Participates in staff and other agency meetings, including case reviews, as required. May work closely with other non-unit staff to provide assistance in defining and articulating program difficulties, developing constructive solutions, and implementing acceptable solutions. May be assigned special projects as needed.

POSITION CLASSIFICATION

This is a full-time, non-exempt position requiring considerable reliability and professional responsibility.

SUPERVISORY RELATIONSHIPS

Under supervision of the Client Services Manager; under the direction of the Director of Programs & CEO.
Supervises: None.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Ability to develop and maintain effective working relations with others and work independently using good judgment. Must have capability to effectively handle a number of varied and priority assignments, knowledge of EC policies, procedures and reporting systems and ability to follow oral and written directions. Ability to understand and apply relevant confidentiality regulations; ability to write narrative reports and compile statistics; capable of gathering information and completing forms accurately. Proven ability to ensure compliance with personnel policies.

PRIOR EXPERIENCE REQUIRED

Possess communication, analytical, attention to detail, documentation, and organizational skills and comfortable with presenting information. Possess data entry and typing skills and be proficient with general office software. Ability to influence and guide others. Experience developing and maintaining effective working relationships with others. Professional experience in client management preferred. Professional experience in working with minorities and disadvantaged workers desirable.

EDUCATIONAL REQUIREMENTS

Bachelor's required. Substantial related experience may be considered in lieu of educational requirement.

Data Utilization:

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such established criteria to define consequences and develop alternatives.

Human Interaction:

Requires the ability to provide first line supervision. Ability to persuade, convince, and train subordinates. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as motor vehicle, computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier, and/or materials used in performing essential functions. Ability to type data/information accurately into a computerized interactive terminal.

Verbal Aptitude:

Requires the ability to utilize a variety of advisory data and information such as contracts, work site agreements, reimbursement requests, client surveys, time sheets, reimbursement requests, contract performance reports, training plans, program regulations, personnel policies, employee performance evaluations, computer software operating manuals, statutes, procedures, guidelines and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, decimals and fractions.

Functional Reasoning:

Requires the ability to apply principles of influence systems such as supervision, leading, planning and coordinating. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory, judgmental, and/or subjective criteria, as opposed to criteria that are measurable or verifiable.

Environmental Factors:

Work is normally performed in an office environment under generally safe and comfortable conditions where exposure to irate individuals pose a very limited risk of injury. Some outreach work is conducted in the neighborhoods under varying weather conditions and possible exposure to violence. These job duties cannot effectively be done remotely.

Physical Requirements:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and pulling of objects weighing five to twenty pounds. Tasks may involve extended periods at a keyboard or workstation.

Sensory Requirements:

Requires the ability to distinguish objects clearly at close range. Requires the ability to sustain prolonged visual concentration.

TRAVEL

Some local travel periodically. This position requires the use of the applicant's personal automobile(s) in order to perform the duties of their position. The applicant will show evidence of a valid driver's license and current automobile liability insurance, for the current vehicle they are driving, as required by state law, at or before hire date and then reoccurring yearly for duration of employment.

BI-WEEKLY SALARY RANGE

\$1,600-1,800. Also eligible for performance based incentive pay.

Employment Connection also provides 100% employer-paid health, dental, disability and life insurance to full-time staff.

HOURS PER WEEK

Maximum forty (40) hours – NON-EXEMPT

The Employment Connection is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Employment Connection will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the agency.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties, and skills required of personnel so assigned.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Employee Certification:

I understand the description of this job and the essential functions, as stated above. I also understand that all of the duties are not described above and that I would perform those above and other related duties as directed by my supervisor.

Employee Name (Print)

Date

Employee Signature