



POSITION DESCRIPTION AmeriCorps VISTA

To apply: <http://phillipsfamilymn.org/phillips-vista/2016-17-phillips-vista-service-opportunities/>

POSITION TITLE: Workforce Development Specialist
DEPARTMENT: Employment Services
REPORTS TO: Kirsten Lande, Job Developer & Recruiter
DATE: April 4th, 2016; Application open until 05/09/2016

POSITION SUMMARY

To help develop partnerships and recruitment efforts in the Workforce Development/Employment Department, this provides the tools and resources that unemployed or underemployed individuals need to get better paying jobs, leading them to a brighter future.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Connect low-income families to career pathways and financial services through employment services and workforce development trainings.
- Responsibilities include:
 - Increase CLUES' capacity to lead effective outreach efforts within the community.
 - Build relationships with school and other community organizations to promote employment programs and services.
 - Increase capacity to provide accessible and relevant orientation sessions for clients on a regular basis while also incorporating financial education.
 - Explore models for engaging and building relationships with employers in order to increase CLUES' understanding of emerging trends and increasing CLUES' ability to place more individuals in jobs.
 - Develop administration tools and processes for Workforce Development/Bridge programs.
- Promote the mission, operating values, and agency services of CLUES within the community.
- Maintain client confidentiality in accordance with HIPAA, agency policies and other applicable laws, regulations and ethical standards.
- Carry out all other duties as assigned by supervisor.

SUPERVISORY RELATIONSHIPS

- This position has no supervisory responsibilities.

QUALIFICATION REQUIREMENTS

Education, Experience & Key Abilities

- Bachelor's degree and 1 year experience in Community Development or related field or equivalent combination of education and experience required.
- Bilingual in English and Spanish and cultural competency required.

Language Skills

- Effective communication in English, both verbally and in writing, required.
- Bilingual ability in English and another language required, especially in Spanish and English.
- Ability to read, analyze, and interpret written materials, including reports, contracts, and proposals.
- Ability to effectively present ideas and information in an organized and effective manner, including writing reports.
- Ability to maintain accurate documentation and respond appropriately to questions from clients, co-workers, management and external parties.

Transportation

- Must have a reliable motor vehicle for independent transportation, valid driver's license, proof of automotive insurance, and maintain a good driving record. Must submit to and pass annual recertification of compliance with CLUES Automobile and Transportation Policy and driving record check.

Mathematical Skills

- Ability to add, subtract, multiply, and divide in common units of measure at a high school graduate level minimum required.

Reasoning Ability

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

- Proficient working knowledge of email software, the Internet, databases, and common Windows-based programs, including Microsoft Office Word, Excel and PowerPoint required.
- Must be willing to attend training to advance technical skills and maintain appropriate skill levels to perform job duties.

WORKING CONDITIONS

Background check

- Must pass a criminal background check and driving record check. As a condition of continued employment, staff person may be required to submit to periodic re-verification of these background checks.

Physical Demands

- Generally presents standard office environment. Must be able to use telephone and computer on a regular basis. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand and walk. Employee is frequently required to drive between multiple locations within metropolitan area.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

- Standard office environment with moderate noise level.
- This position requires employee to drive between different sites by motor vehicle.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Equipment and Tools Used

- Motor vehicle, telephone, computer, copy/fax machine, calculator, and other common office equipment.

Tools and equipment listed are some of the typical tools and equipment; other equipment may be used as needed.

Benefits given for Phillips' VISTA:

- Bi-weekly professional development training: Every other Friday you will gather with 14 other VISTA members in your cohort for full day trainings related to nonprofit management (communications, grant writing, community engagement etc), social and racial justice, personal and professional leadership and many more. Many trainings will feature community leaders and professional in the field of nonprofit, government and philanthropy. These trainings will result in you building hard and soft skills, growing your professional networks and developing a more refined race, class and gender analysis, all in a safe and challenging peer learning environment.
- \$400 individual professional development fund: you can use this fund throughout the year to access workshops, conferences and other development opportunities. These should be discussed and approved in collaboration with your supervisor.

- Monthly gas/bus cards. We know VISTA can be financially difficult, so we want to offset some of your transportation costs throughout the year.

ACKNOWLEDGEMENT OF UNDERSTANDING

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

Employee Signature: _____ **Date**_____

Print Name: _____