

POSITION VACANCY

May 17, 2016

Name of position: Workforce Innovation and Opportunity Act (WIOA)
Career Advisor
Applications accepted through: June 10, 2016 or until filled
Effective date of employment: July 1, 2016
Length of employment: Full-time Temporary (Time Limited)
Salary range: \$31,200

Minimum requirements:

- Bachelor's Degree in Public Administration, Human Resource Development or related field
- Three years human services experience in education, public administration, career development, or workforce development
- Global Career Development Facilitator (GCDF) certification (Preferred)
- Familiarity with federal WIOA and state workforce development initiatives Career Development Assessment and NCWORKS.gov
- Good oral and written communication skills required.

Position duties:

- Assist customers in their employment and training activities to include job search activities, eligibility determination for WIOA and/or Wagner Peyser programs, career advising and referring customers to additional resources as needed.
- Work closely with employer services staff to keep abreast of the latest employment trends to ensure businesses get qualified, trainable candidates.
- Maintain full documentation of participants and their activities monthly; assist with supportive services as deemed necessary.
- Use labor market information to enable customers to make informed choices regarding occupations, training, resources and other workforce items.
- Assist with the On-the-Job Training (OJT) component of WIOA by coordinating paid workplace positions in the community with employers to give WIOA participants experience in the workplace while providing opportunities for them to secure employment that corresponds with their training.
- Perform ongoing assessments, process enrollments and enter all relevant data (enrollment, case management, job placement, follow-up information, etc.) into NCWORKS.gov.
- Provide case management support to assist customers in eliminating barriers that can interfere with obtaining and/or retaining a job.
- Establish an appropriate Individual Employment Plan (IEP) for each participant with employment goals.
- Perform eligibility and suitability evaluations for potential WIOA participants.
- Monitor program and ensure compliance with regulations and laws governing WIOA operations.

- Provide employment assistance to customers in the NC Works Career Center.

If selected for employment, the applicant must submit to a criminal background check and drug screening.

INSTITUTION: *Wayne Community College is a member of the North Carolina Community College system. Located in Goldsboro, the college serves Wayne and adjoining counties. Wayne Community College is an affirmative action/equal opportunity employer. A Tobacco Free Campus as of August 1, 2009.*

APPLICATIONS:

*Submit an original Wayne Community College employment application and all support materials, including copies of transcripts of all post-secondary studies to **Human Resources, Wayne Community College, and P. O. Box 8002, Goldsboro, NC 27533-8002**. Applications may be downloaded from our website at www.waynecc.edu. Applications will be screened and the most qualified applicants interviewed. All applicants will be notified when the position selection has been made.*