

POSITION VACANCY

June 18, 2014

Name of position: Workforce Innovation and Opportunity Act (WIOA)
Youth Program Coordinator/Career Advisor

Applications accepted through: June 26, 2015

Effective date of employment: July 6, 2015

Length of employment: Full-time Temporary (Time-Limited)

Salary range: \$31,200

Position requirements:

- Bachelor degree in Social Work, Education, Human Service or related field of study
- Minimum of two-years' experience providing case management or related experience working with youth, or two-years' experience working in related federally funded programs.
- Must be willing to complete 120 hours of training in the 12 Global Career Development Facilitator competency areas from a training provider using a curriculum approved by Center for Credentialing & Education, Inc.(a listing of approved curricula providers can be viewed at www.cdf.global.org)
- Experience working with disadvantaged population and youth
- Working knowledge of word processing, spreadsheets, and be familiar with accessing the internet for data entry into a browser based Management Information System.
- Excellent communication skills (oral and written).
- Knowledge of standard industry recognized assessments for basic skills, work ready and occupational skills, interests, aptitudes and values.
- Ability to analyze test data, interpret results and make decisions.
- Proficient ability to maintain records and files to include database entry.
- Extensive interpersonal skills are required to interact with young people as well as fellow staff and outside agencies.

Position duties:

- Provide case management assistance and services to participants of the WIOA Youth Program designed to address academic, vocational, and employment needs of at-risk youth.
- Assist participants with the following targeted activities:
 - Tutoring and study skills
 - Alternative secondary school services
 - Paid and unpaid work experiences
 - Occupational skill training
 - Leadership Development activities

- Supportive Services
- Mentoring
- 12-month follow-up
- Comprehensive Guidance and Counseling
- Financial Literacy Education
- Entrepreneurial Skills Training
- Concurrent education and workforce preparation
- Provide current labor market information
- Preparation for transition to postsecondary education and training educational plans, job readiness, time management, and development of good communication skills, positive work ethics, budgeting, counseling and other issues that participants need to be successful.
- Follow guidelines and procedures that have been established by the Eastern Carolina Workforce Development Board and the Workforce Innovation and Opportunity Act of 2014 (WIOA)
- Recruit, identify, and select participants that meet WIOA eligibility guidelines.
- Provide participant orientation and assessments as needed for development of ISS plan.
- Coordinate and implement ISS plans for WIOA participants.
- Provide or make referrals for job and career counseling, work experience and job placement.
- Remain knowledgeable and in compliance with Workforce Innovation and Opportunity Act programmatic policies, procedures, rules and regulations.
- Maintain current and revised programmatic information to meet the changing needs and requirements of the Workforce Innovation and Opportunity Act.
- Collect data and prepare reports related to the project.
- Advise, counsel and assist participants with educational, employment and training options and needs.
- Supervise participants in their employment and work readiness activities.
- Maintain student files and enter them in the Workforce Plus management system in accordance with federal WIOA policies and procedures.
- Monitor participant' academic progress and on-site work assignments.
- Must be able to work a flexible schedule to include some nights and weekends.
- Perform other professional or job-related duties as assigned.

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 will be screened and the most qualified applicants interviewed. All applicants will be notified when the position selection has been made.*