



WORKFORCE DEVELOPMENT SPECIALIST

JOB DESCRIPTION

EMPLOYMENT CATEGORY: Full time, At-Will Core

REPORTS TO: *Off-Site* Manager

HOURS: Monday-Friday 8:00 AM-5:00 PM

LOCATION: Pima County Youth Center
325 N Commerce Park Loop
Tucson, AZ 85745

ESSENTIAL FUNCTIONS:

- Evaluate, counsel and place One Stop clients into appropriate job skills training activities, and referrals to job opportunities.
- Be familiar with One-Stop policies, procedures and programs.
- Maintains a monthly average of 60 active (urban) or 50 (rural) participants per WDS or as determined by the County, (An “active participant” is one who is officially enrolled in and not exited from the program).
- Review intake and supporting documentation of each referred participant to understand the individual’s basis for eligibility and analyze the suitability of the referral. If the referred participant is not suitable for the program, notify the One-Stop triage team with notice given within five (5) business days of meeting with the participant.
- Schedules and conducts interviews with referred participants determined suitable for program. Interview conducted within ten (10) days of the referral. Interview determines short and long term employment goals and identifies barriers towards employment.
- Interviews each active participant monthly to assess the participant’s progress towards the established goals and the reduction of barriers documented by case notes in file.
- Participant is returned to triage if not enrolled within thirty (30) calendar days of the initial interview.
- Enters into databases within 24 hours of activity occurrence, all the participant’s activities including but not limited to: enrollment in a workshop, training, receipt of support services, job placement, award of diploma or vocational certificate, exit from program and WDS’ follow-up contacts with the participant.
- Maintains a case file for each participant. File Includes:
 - a) Documentation of services provided, outcomes, educational scores, certificates, diplomas, On the Job Training (OJT) and Work Experience contracts and each contact with the participant and employers; and
 - b) The “Individual Service Strategy (ISS)” developed with the participant signed by both, the participant and WDS.
- Prepares and submits to One-Stop Supervisor voucher requests for participant training and support services.
- Refers participants to job openings in the demand industries as defined by the Workforce Investment Boards (WIB) Planning Committee.
- Assesses job referral success within 24 hours of the referral.
- Obtain placement information from the employer and enters information into the County required database (s).
- Follows-up with all participants regardless of successful program completion at least quarterly for one year after the participant leaves the program.

- Maintains for monthly submission a “Client Log” listing all participants the WDS serves during the program year. Client log is submitted to Programs Director no later than the 1st working day of the month for the preceding month’s activities.
- Additional duties as assigned by TYD Programs Director and/or Executive Director.

REQUIRED QUALIFICATIONS:

- Valid IVP Fingerprint Clearance Card.
- Associate’s degree in Social Services, Behavioral Health or related field, or four (4) years prior work experience in job and business development, employment training or counseling or related work.
- Valid Arizona driver’s license with insurance coverage or 100,000/300/000 liability and able to drive throughout Pima County.
- Ability to communicate well with youth and parents and/or guardians.
- Ability to write comprehensive, concise reports.
- Computer literate

OR:

- Any combination of academic education, professional training or work experience, which demonstrates the ability to perform the duties of the position.

PREFERRED QUALIFICATIONS:

- Bachelor’s degree in Social Services, Behavioral Health or related field.
- Three (3) years prior work experience in job and business development, employment training, education, counseling or related fields.

PHYSICAL REQUIREMENTS:

- Must be able to see/read a computer monitor screen.
- Must be able to lift and carry ten (10) pounds.
- Must be able to drive a car and travel as required.