



**Inter-County Community Council
Employment & Training Department
Employment Program Coordinator
Position Description**

Position Title: Employment Program Coordinator

Reports to: Employment & Training Director
Supervises: None
Schedule: Full-Time: Monday – Friday 8:00- 4:30p.m.
Location: Oklee
Classification: Non-Exempt

Pay Range: \$12.42 – \$17.60 per hour

Summary

The Employment Program Coordinator will provide administrative and program compliance support to the operation of the federal and state employment training programs.

Duties and Responsibilities/Essential Functions

- Develop a comprehensive understanding of the state and federal rules and regulations of the Employment & Training Programs.
- Assist Employment and Training Director with development and updating of forms, handbooks and marketing materials.
- Assist Employment and Training Director with collecting program data and producing reports to measure program outcomes and reporting requirement.
- Assist Employment Case manager with the collection and verification of participant enrollment documentation and case notes.
- Collect, enter, and review participant data in a computerized reporting system.
- Provide daily administrative support, including sending faxes, making copies, answering phone calls, and entering data into spreadsheets or databases
- Collect and review participant timecards
- Provide on-going contact with employment case managers about participants' records and progress.
- Provide information to potential participants or employers about program eligibility and resources.
- Meet with interested or currently enrolled participants to answer questions or provide resources to employment barriers.
- Ensure confidentiality of all files and records; maintain compliance with federal, state, and local laws, regulations, policies and procedures.
- Must be responsible and able to handle confidential material and information, organize effectively, and work independently.
- Connect participants and/or employers to community resources to address barriers to education and employment.
- Refer participants as needed to Inter-County Programs and/or programs within the community.
- Prioritize and plan work activities and use time efficiently and effectively.
- Maintain a good working relationship with co-workers, funders, vendors and other organizations relevant to the employment program and/or community action agency.
- Attend required meetings, training, seminars, and conferences as needed/required to enhance expertise and professionalism in agency activities as scheduled by the Director and/or funding source, outside agencies, etc. to fulfill job/project(s) requirements.
- Perform all other duties as assigned by Supervisor and/or Director.

Supervisory Responsibilities

None

Education and Experience

- High School Diploma or equivalent
- Minimum of two years office experience, business office courses preferred.
- Experience working with employment and training programs, workforce development, human services or related field preferred.
- Working knowledge of modern office communication systems: e-mail, voice mail, computer systems, and ability to operate office equipment; such as fax, copy machine and calculator. Microsoft Office Advanced knowledge preferred.

Revised: 01-2018

Key Competencies

- To execute this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are comprehensive of the knowledge, skill and/or ability required:
 - Effectively organize, prioritize, solve problems and handle multiple tasks while maintaining high quality of work and meeting deadlines.
 - Work independently, with minimal supervision, as well as work within a team environment. Demonstrates teamwork by cooperating with and assisting co-workers as needed.
 - Experience in maintaining detailed records on a computer system and handwritten documents.
 - A positive ambassador of ICCC and its mission as you represent the agency by your actions and by your spoken and unspoken word.
 - Work under pressure, in stressful situations and with frequent interruptions.
 - Contribute to and participate in strategic planning, program self-assessment and other efforts to improve program services and agency responsiveness.
 - Make decisions and act based on ICCC code of conduct principles and the Community Action Code of Ethics.
 - Ability to respond competently and positively to the culture, traditions, lifestyles, language and values of each individual, family and community.
 - Articulate an awareness of self, values, and ethics as they have an impact when working with families.
 - Display a positive, professional and respectful demeanor at all times toward employees, peers, professional contacts and participant s served.
 - Identify and reflect on personal values, experiences and biases that facilitate and present barriers in working with certain groups of people.
 - Good communication skills; verbal and written, technical and non-technical.
 - Ability to maintain the integrity of confidential employment, participant, and business information.
 - Pass a criminal background check.
 - Travel to various locations during the day and occasional overnight stay(s) will be required.

Physical Demands

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:

While performing the duties of this Job, the employee is occasionally required to stand;

- Walk short distances to obtain documents from printing locations.
- Sit for extended periods of time.
- Use hands and fingers to type/write for extended periods of time
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include; close vision, distance vision, and the ability to adjust focus.

Work Environment

Employee will be located in office or cubical setting. Employee may need to meet participant s within at another location depending on the need of the participant. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acknowledgement

This job description describes the general nature and level of work performed by an employee assigned to this role. It does not imply that these are the only duties and responsibilities to the job. The employee may be required to perform other duties as requested by the Supervisor/Director. All requirements are subject to change over time.

Signature

Date

I acknowledge that this job description is neither an employment contract nor a legal document and does not alter the employment at-will status. I have received, read, and understand the expectations for the successful performance of this job.

Signature

Date