

Job Title: Workforce Development Specialist (Job Coach)

Grade: CS - 11

Salary: \$64,603 - \$83,287

Requirements: Possession of a high school diploma/ GED 1 year of specialized experience equivalent to CS-11

Qualifications:

Job Description:

Collective Bargaining Unit (Union): This position is in the collective bargaining unit.

This position is located in the Division of State Initiatives, Department of Employment Services. Program activities focus on serving District residents that face significant barriers to long-term employment. The programs under the Division of State Initiatives include Project Empowerment, DC Career Connections, LEAP, the Senior Community Service Employment Program and Back to Work 50+. This Job Coach is required to perform duties related to the following:

Outreach and Recruitment:

- Conducts outreach and recruitment to increase awareness of available one stop system workforce development services.
- Conducts initial interviews with customers to determine eligibility and suitability for employment and training services.
- Administers vocational tests to identify skills, aptitudes, and interests.

Case Management:

- Provides case management services focusing on intervention strategies that will remove all existing barriers to employment.
- Conducts individualized counseling sessions with customers to determine appropriate service delivery strategies. Uses current labor market information in the planning process.
- Develops, in collaboration with customer, an individualized employability plan outlining short and long-term vocational objectives and steps to be taken in achieving the specified employment goal.
- Conducts follow-up on customers placed on work experience sites and in employment to ensure effective functioning on the job.
- Maintain detailed written documentation on all programs activities including intake and eligibility, counseling, monitoring of individual training accounts and contracts, evaluation, job search, placement and follow-up activities.