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76 West Avenue ● Lockport, NY 14094 ● (716) 302-3035 ● Fax (716) 302-3037
100 College Avenue, Suite 200 ● Rochester, NY 14607 ● (585) 514-3984
Syracuse Office: TBD

Equal Opportunity Employer

Position: Workforce Development Specialist

Type: Hourly / Non-Exempt

Salary/ Range: \$19.00 / hour

Office: Buffalo (Travel Required)

Summary :

The Workforce Development Specialist assists in planning and implementing goals and objectives of the Workforce Development Component as well as ensuring quality of service provision to clients. Incumbent will be flexible to evening and weekend schedules. All efforts will be performed with understanding of and in accordance with Good Mind Principles, while also adhering to the principles of Trauma Informed Care (TIC).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Conducts Initial intake and comprehensive testing to determine client eligibility and needs.
- Develops an Individual Employment Plan (IEP) with client.
- Develops and provides workshops to clients in such areas of academic, life skills, and technical areas.
- Keeps abreast of current trends in the local job market.
- Establishes an effective support network and provides referrals for clients.
- Attends and participates in weekly component staff and other required meetings.
- Maintains necessary documentation and ensures the timely completion of all necessary recordkeeping.
- Develops an outreach action plan to successfully recruit and retain participants and employers into the program.
- Conducts outreach to academic entities, unions, coalitions, service providers, and other individuals/agencies to promote services, develop linkages, build network opportunities and advocate for issues in the Native American Community.
- Develops and nurtures relationships with employers for on-the-job training agreements and work experience opportunities for clients.
- Other duties as assigned

EDUCATION, QUALIFICATIONS, SKILLS

- Bachelor's degree in human service or related field of study preferred, with three (3) years' experience in workforce development including supervision and program management, or a combination of education and work experience
- Knowledge of local area service providers
- Must be able to work remotely and in-person
- Must pass all background checks and pre-hire requirements
- Must have clean and valid NYS driver's license and carry minimum auto liability coverage of \$100k/\$300K
- Intermediate computer skills and understanding of office applications including MS Office Suite
- Interpersonal skills to work cooperatively and effectively with individuals, groups, and diverse populations
- Knowledge of local Native American communities
- Must be able to lift minimum of 30 lbs.
- Must be able to perform in a smoke-free environment

For Consideration: Send Resume to:

humanresources@nacswny.org