

PROGRAM SPECIALIST

JOB TITLE: Program Specialist

SUPERVISES: None

JOB PURPOSE: Under general direction the Program Specialist provides recruitment, placement and follow-up services to participants of the Green Energy Training program. The position works closely with the Workforce Development Board, Community Colleges, business community and general public. Position includes significant local travel throughout Western Virginia.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Recruit eligible participants through
 - Develop and distribute outreach materials
 - Make presentations throughout the community
 - Interview potential applicants
 - Conduct assessments
 - Determine eligibility and maintain client files
- Placement services for participants
 - Provide all clients job search assistance
 - Create Individual Employment Plan with each participant
 - Provide individualized case management
 - Provide counseling and career planning
- Retention and follow-up services
 - Develop strong business contacts within all communities served
 - Ensure that each client moves into unsubsidized employment
 - Complete follow-up reports
- Administration
 - Maintain accurate client files and records according to program guidelines
 - Enter all information in tracking system
 - Submit all necessary forms, bills, invoices, and other paperwork
 - Perform other duties as assigned

QUALIFICATIONS:

Experience, Competencies, and Education

College degree preferred but a combination of work experience and education may be considered a substitute for educational preference. Excellent written and verbal communication skills. Strong organizational and time management skills.

Language Skills

Ability to read, analyze and interpret complex documents relating to federal regulations. Ability to respond effectively to the most sensitive inquiries or complaints.

Reasoning ability

Ability to apply principles of logical thinking of a wide range of practical problems. Ability to deal with a variety of abstract or concrete variables .

AMERICANS WITH DISABILITIES SPECIFICATIONS:

Physical Demands

- Occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop; kneel; crouch or crawl; talk or hear.
- Occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee will be required to drive frequently.

How to Apply: Submit a resume and cover letter to info@westernvaworkforce.com or mail to 108 N. Jefferson St. Suite 809, Roanoke, VA 24016. Submissions must be received by March 10, 2010.