



**JOB TITLE:** WIOA Talent Development Specialist Lead

**SUPERVISOR:** Next Center Director

Partners in Careers (PIC) is a nonprofit organization that strives to create self-sufficiency through specialized job training and employment services. This is accomplished by helping people break through barriers to employment, which often means addressing generational poverty. PIC connects job seekers to workforce skills and jobs in partnership with local businesses and community members focused on building a strong, healthy community.

This position will be supporting Clark County's One Stop Opportunity Youth Center, Next. At Next, we have a trauma-informed care philosophy built around safety, consistency, and predictability. We focus our primary efforts around (1) removing barriers to education and employment success, (2) increasing workplace readiness, career pathway options, and access to post-secondary opportunities, and (3) building and maintaining positive relationships with the youth we serve. All Next staff will contribute to and support the mission, vision, values, and goals of Next, regardless of their specific scope of work.

### **General Job Description**

As the WIOA Talent Development Specialist Lead, this position will work one on one with individuals to perform assessments, develop individualized employability plans, secure/provide training or work experience, monitor participant progress, and provide mentoring to facilitate a successful job preparation experience and transition to employment.

The position will also assist the Next Center Director in the delivery of Workforce Innovation Opportunity Act youth services at Next. This position will support Next Talent Development Specialists as they work to provide instruction, tutoring, direct student support, coaching, work-based and evidence-based learning, and career and educational pathway planning. The WIOA Talent Development Specialist Lead will also work collaboratively with other youth service providers to ensure maximum benefits and support to participants and leveraging of co-enrollment for mutual performance attainment. The Talent Development Specialist Lead will maintain a caseload, but at lower level than the rest of the team in order to support the Next Director.

## **Major Duties and Responsibilities**

1. Possess a thorough understanding of WIOA policies and program elements to ensure the successful implementation of WIOA programming which meets grant expectations, provides academic and occupational training and supports student goal attainment.
2. Directly and indirectly support participant career pathway exploration, planning, progression and attainment of credentials and industry certifications leading to employment.
3. Provide direct case management to WIOA youth as a Next Talent Development Specialist.
4. Provide approval for vouchers and participant expenses as directed.
5. Provide program guidance, support and clear expectations to Next Talent Development Specialists including peer review processes and activities.
6. Ensure staff collaboration and effective integration across WIOA elements of academics, occupational training and leadership development.
7. Assist with training and the sharing of information for staff on all necessary data collection, tracking and reporting systems.
8. Support ETO data entry, contributing directly and indirectly as needed, to ensure the maintenance of consistent and complete participant tracking and follow up in the ETO database in accordance with established WIOA procedures and time frames.
9. Collect information and prepare reports for the Next Center Director as requested.
10. Attend meetings, workshops, seminars and community functions as needed to stay well informed on workforce issues, barriers, and employment readiness techniques.
11. Coordinate activities and cooperate with other Next staff; work together as a team.
12. Maintain confidentiality with client information both written and verbal.
13. Other duties as assigned.

## **Minor Duties and Responsibilities**

1. Sufficient knowledge, skills and ability to perform competently all duties and responsibilities.
2. Broad knowledge about the world of work, local labor market, employer expectations, workforce development and basic employment standards.
3. Comprehensive knowledge of WIOA policies and program elements.
4. Knowledge of local community resources.
5. Thorough knowledge of laws, regulations, and contracts governing the provision of services as well as Partners in Careers and Next policies, procedures, rules and regulations.
6. Knowledge of interviewing and coaching techniques, including techniques for the collection and recording of personal data.
7. Communication skills, both oral and written.
8. Skill in using computers, including word processing and internet-based research.
9. Skill in analyzing complex problems, evaluating available resources and/or alternative solutions, exercising good judgment, and reaching sound decisions.
10. Ability to organize work, prioritize assignments, and manage time for optimum effectiveness.
11. Ability to establish and maintain harmonious, effective and professional working relationships with diverse populations.
12. Ability to adjust to different work assignments and adapt readily to changes in the organization; ability to shift priorities as necessary.
13. Ability to work as a team member, ensuring performance standards are met in all programs.
14. Ability to work independent of close supervision after a reasonable orientation/training period, accepting responsibility and being held accountable for own performance.

## **Qualifications for the Job**

### *Education:*

- Bachelor's Degree in Sociology, Psychology, Education, Human Resources or related field preferred.
- An equivalent combination of education, training and experience will be considered in lieu of a degree

### *Experience:*

- Three years of experience in employment, vocational rehabilitation, community or social casework, and/or job development/placement services is preferred
- Other combinations of education and experience may be considered
- Previous experience in supervising staff desired
- Knowledge in working with diverse populations a plus

### *Other:*

- Passion for serving others
- Willingness to be part of a team
- Flexibility in assignments and responsibilities
- Bilingual is a plus
- Ability to travel to various locations in the SW WA/Greater Portland area
- Must pass a Background Check

## **Key Competencies**

- Maintaining Confidentiality
- Communication skills - written and oral
- Problem Solving
- Time Management
- Adaptability
- Collaboration

## **Physical Requirements – with reasonable accommodations**

- Ability to lift 25 pounds
- Frequently asked to stand, walk, bend, reaching and use hands to feel objects, tools or controls
- Ability to speak and hear
- Must be able to visually observe interactions between people
- Ability to travel to various locations in Southwest Washington/Greater Portland, OR Area
- Work environment where the noise level is moderate to loud
- Work environment in a variety of settings including inside and outside