

WORKFORCE CONNECTIONS
Job Description
ON-THE-JOB TRAINING COORDINATOR

SUMMARY: This is a professional level position under general supervision. The On-the-Job Training Career Specialist is responsible for developing OJT contracts and providing additional basic employer services in LWIA 3.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Markets on-the-job, customized training, and incumbent worker training and other WIA employer services to businesses and industries in LWIA 3.

Conducts outreach efforts to identify potential applicants and employers.

Develops and maintains employment relationships between individuals and community employers, including recruitment, maintenance, and follow-up activities.

Maintains a designated caseload. Provides intensive case management through job development, placement, and retention services.

Assists individuals in identifying influencing factors in career decision-making, setting goals, identifying strategies for reaching goals, and in continually reassessing their goals, values, interests, and career decisions.

Assists customers with preparing service plans geared toward employment and self-sufficiency. Responsible for file maintenance which document planning and plan implementation activities.

Identifies community resources and establishes linkages to assist customers with specific needs.

Provides assistance to customers using computer-based career information systems, the Internet, and other online resources.

Collects and provides information on labor market needs, educational opportunities, employment resources, and support services to customers.

Maintains accurate records on employers, employee contacts, and other data necessary for providing employer services.

Makes presentations to employer groups, businesses, economic development groups and others.

Coordinates with other staff to ensure achievement of programmatic goals.

Receives supervision from and reports to Career Center Manager.

KNOWLEDGE AND ABILITIES: To perform successfully in this position, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Ability to communicate effectively both orally and in writing.

Knowledge of the mission of the Knoxville-Knox County Community Action Committee and the Workforce Investment Board.

Knowledge of the statutes and legislation applicable to the Workforce Investment Act.

Knowledge of counseling and career development theories and techniques, including impact of cultural values and the unique career planning needs of minorities, women, people with disabilities, and older persons.

Knowledge of labor market information and education, training, and career resources.

Knowledge of employment trends and labor laws; knowledge of employment-related requirements such as licensing, credentialing, and certification.

Knowledge of community resources.

Knowledge of assessment techniques and measures of skills, abilities, aptitudes interests, values, and personalities.

Ability to meet participant needs by providing extended hours services, including some evenings and weekends.

Computer literate.

EDUCATION AND EXPERIENCE: Graduation from an accredited four-year college or university. Minimum of one year job development or related sales experience required. An equivalent combination of related work experience and education may be substituted for the education requirement. Strong interpersonal skills and oral/written communication skills required

ENTRY SALARY RANGE: Skill Level 8, Entry Level \$26,709 - \$28,762
- An Equal Opportunity Employer -

WORKFORCE CONNECTIONS
On-the-Job Training Coordinator

Workforce Connections has an immediate need for a full-time OJT Coordinator to develop and manage training contracts and other WIA employer services to businesses and industries. **QUALIFICATIONS** include graduation from an accredited college, knowledge of the employer community, and minimum one year job development or sales experience. Strong interpersonal and oral/written communication skills required. Entry salary range is \$26,709 – 28,762 with excellent benefits. Send resumes to CAC/ P.O. Box 51650/Knoxville, TN 37950-1650, Attn: Personnel Department; Fax: 865-546-0832; email: cachr@knoxcac.org. Applications and detailed job information available at: L. T. Ross Building, CAC Central Office, 2247 Western Avenue, Knoxville, TN.

- An Equal Opportunity Employer -

JOB ANNOUNCEMENT
Workforce Connections is seeking applicants for a
On-the-Job Training Coordinator

Summary

This individual will be responsible for marketing and maintaining on-the-job, customized, and incumbent worker training activities.

Duties

Conducts outreach efforts to identify potential applicants and employers.

Develops and maintains employment relationships between individuals and community employers, including recruitment, maintenance, and follow-up activities.

Provides intensive case management through job development, placement, and retention services.

Qualifications

QUALIFICATIONS include graduation from an accredited college, knowledge of the employer community, counseling and career development techniques, and strong interpersonal and communication skills.

Salary

Entry level salary is \$\$26,709 - \$28,762

To Apply

Applications are being accepted at CAC-Central Office in the L. T. Ross Building at 2247 Western Avenue, Knoxville, TN. Send resume to CAC: Attn: Personnel Department, P.O. Box 51650, Knoxville, TN 37950-1650. Fax: 865-546-0832; email: cachr@knoxcac.org. CAC employees may apply in writing to the Executive Director.

- An Equal Opportunity Employer -