



Job Title: Workforce Investment Act Coordinator

Job Code: 10045

JOB SUMMARY

The Workforce Investment Act Coordinator is responsible for planning and organizing the daily activities of the Workforce Investment Act Program including coordinating job training and placement assistance for individual clients.

MAJOR DUTIES

- Plans and organizes the daily activities of the Workforce Investment Act Program at a technical college;
- Participates in the development and implementation of employment service programs;
- Recruits applicants for the WIA program;
- Performs case management and referral activities as prescribed by federal, state and local guidelines for services in the WIA Program through the local WIA Board;
- Assists with program entry paperwork, job placement and follow-up;
- Communicates and maintains accurate records and reports of client participation and outcomes to ensure compliance with standards of WIA
- Enters data into computer or terminal;
- Establishes a working relationship with the public, community, and service delivery organizations/agencies;
- Assists with the design and execution of special events, projects and activities as requested; and
- Other duties as assigned.

COMPETENCIES

- Knowledge of the mission of postsecondary vocational/technical education
- Knowledge of program assessment and strategic planning strategies
- Knowledge of budget development and management principles
- Knowledge of Federal Workforce Investment Act policies, procedures, regulations and guidelines
- Skill in the delegation of responsibility and authority
- Skill to work cooperatively with community leaders, students, faculty and staff
- Skill to make timely decisions
- Skill in developing and maintaining close working relationships with community leaders and area businesses and industry executives
- Skill in the operation of computers and job related software programs
- Decision making and problem solving skills
- Skill in interpersonal relations and in dealing with the public
- Oral and written communication skills

MINIMUM QUALIFICATIONS

- Bachelor's degree in a related field ***and*** Two (2) years of experience in counseling and/or social work in a similar program engaged in the delivery of multiple employment and training programs or similar programs
- Note: Experience may substitute for the degree on a year-for-year basis

PREFERRED QUALIFICATIONS

- Preferred qualifications may vary from location to location