



## **JOB POSTING**

**TITLE:** WIOA Career Planner

**HOURS:** Full-time, limited term

**STATUS:** Non-Exempt

**SALARY RANGE:** \$15.00 - \$20.00

**POSTING DATE:** April 20, 2022

**DEADLINE:** May 13, 2022

## JOB DESCRIPTION

**POSITION TITLE:** WIOA Career Planner

**DEPARTMENT:** Adult Education

**DESCRIPTION DATE:** January 2021

**PREPARED BY:** Sheila Mayhorn

**APPROVED BY:** Ginny Finn

**REPORTS TO:** Adult Education Director

**POSITION PURPOSE:** Under direction of the Adult Education Director, the Career Planner supports the WIOA programs through targeted recruitment and enrollment of Adults and Dislocated workers in Milwaukee County.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Promote WIOA programs through targeted outreach.
- Understand and present WIOA eligibility requirements to diverse audiences.
- Accurately Complete the eligibility process on those individuals deemed suitable for WIOA and collect all necessary eligibility documents.
- Submit eligibility documentation for approval to WIOA Program Director and enroll participants in the program.
- Upon enrollment, enter WIOA application and case notes into database.
- Track and report all inquiries and pre-applications, referral sources.
- Other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:** No

**REQUIREMENTS:** To perform this job successfully, 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:

- Associate Degree in human services or related field, plus two years of related experience, case management experience preferred.
- Personal characteristics sought include enthusiastic, compassionate, organized, flexible, self-starting and the ability to work independently.
- Conveys a strong professional image and foster effective working relationships with a diverse population of participants.
- Excellent oral and written communication skills.
- Onsite in-person (COVID-19 safe work environment accommodations are provided).



- Driver's license and insured vehicle.
- Commitment to the YWCA's mission of eliminating racism and empowering women.

**WORK ENVIRONMENT:** To perform this job successfully, 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. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

- Noise level varies from low to high.
- Fast-paced environment.
- High stress level

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- Frequently required to walk.
- Frequently required to lift and bend.
- Frequently required to sit for long periods of time in front of computer screen.
- Frequently required to talk or hear.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**COMPENSATION PACKAGE:** Full-time, temporary position, hourly wage: \$15.00 - \$20.00, offering comprehensive health plan (medical, dental and vision), paid holidays and PTO.

**HOW TO APPLY:** Send cover letter, resume and salary expectations to: [CV@ywcawis.org](mailto:CV@ywcawis.org)