

JOB OPENING (JOB CODE: IL006)

[JOB TITLE:] Farmworker Services State Supervisor

[SALARY RANGE:] \$51,933-\$64,916/annual

[CONTACT:] Human Resources Dept., 2701 S. Chase Avenue, Milwaukee, WI 53207

[LOCATION:] Illinois (Rock Island or Champaign area)

[STATUS:] Full Time

[TERM:] Regular

[CLOSING DATE:] Until Filled

[APPLICATION DEADLINE:] Until Filled

[NUMBER OF OPENINGS:] 1

[JOB TYPE:] Exempt

[SUMMARY:]

Under the direct supervision of the Director of Farmworker Services will oversee staff in the State of Illinois in the provision of comprehensive career services and training case management, including assessments, career counseling/development, and job development and placement to eligible qualified adult and youth migrant and seasonal farmworkers under the Workforce Innovation and Opportunity Act (WIOA), Title 1, Section 167, National Farmworkers Jobs Program (NFJP) and the meeting of program measures, goals and outcomes. Will also carry a small case load. This position will be located in either Champaign or Rock Island areas in the State of Illinois.

[JOB DUTIES:]

- 1) Develop and maintain a statewide monitoring and evaluation system of all offices to ensure program performance measures and outcomes are met and goals achieved; conduct on site visits to area offices to provide technical assistance and develop outreach and recruitment activities to support grant plan, program goals and objectives.
- 2) Provide direct supervision to case management and supportive service team members, conduct performance evaluations and apply coaching and/or disciplinary action as needed.
- 3) Develop outreach and recruitment plan each year and maintain outreach/recruitment logs that capture contact information such as employer camps, training providers, colleges, employers, American Job Centers, One Stop partners and other potential collaborative partners.
- 4) Provide coverage to staff, including scheduling and conducting participant applications/interviews to determine eligibility for NFJP program and provide emergency assistance to MSFWs statewide; assistance may include food, gas, shelter/lodging and transportation as deemed an emergency and enter services in the appropriate data system.
- 5) Prepare and draft quarterly narrative reports and implement strategies to attain performance measures, outcomes and program goals as outlined in the annual grant plan.
- 6) In conjunction with Program Director, monitor financials, revise budgets as necessary, offer recommendations for additional areas of program development and any opportunity for program enhancements, including supportive services activities.
- 7) Assist direct service staff to conduct assessments to identify barriers and needs, advise on available community training resources, assist in determining realistic job training goals in alignment with local labor market and employment trends, and support the creation of an Employment Development Plan (EDP) that includes goals and timelines for acquiring skills through education or training and specific action steps leading to self-sufficiency.
- 8) Annually research local labor market and employment trends and facilitate/coordinate workshops, which include support that research and helps participants to identify high-growth job sectors and occupations in high demand.
- 9) Work with high schools, post-secondary education institutions, employers, and training providers to ensure that a variety of options are available, and participants are making progress and attending activities regularly.
- 10) Document, in a timely manner, all participant contacts in the UMOS NFJP Application (data system) and helps maintain participant case files, to include documentation of service provision, outcomes, educational scores/assessments, certificates, measurable skills gains, on-the-job training (OJT) and work experience contracts, timesheets, case notes, and electronic signatures on all required case documents and ensure compliance with safeguarding personally identifiable information (PII).
- 11) Serve as liaison between direct services staff and Program Director, including helping interpret program-related legislation that impacts UMOS program policy and/or procedures and recommend program policy and procedural

- updates/changes, as needed.
- 12) Plan, schedule and conduct employer contacts to promote partnership for full employment, initiate job referrals and coordinate to meet employers' needs (e.g., tie-in advertising, on site interviews or other special recruitment efforts).
 - 13) Develop, maintain and update a statewide Community Resource Directory of agencies offering a variety of services to farmworkers and coordinate with these agencies to make resources available to participants, including education/training opportunities, job placement and retention services.
 - 14) Develop and/or participate in statewide service provider community networks, including American Job Centers/One-Stops and partners to support farmworker career services and training, conduct presentations, promote co-enrollment and participate in collaboration meetings with community stakeholders statewide.
 - 15) Develop and maintain contact with employers and other employer organizations to create a network that will potentially hire program participants and allow for negotiations of OJT contracts and work experience opportunities.
 - 16) Prepare for and attend meetings, seminars, workshops, training sessions, and perform other duties as assigned.

[QUALIFICATIONS:]

- 1) Bachelor's degree in social science, human services or related field.
- 2) At least 5 years' experience in case management.
- 3) Ability to travel and work irregular/flexible hours, including on call evening hours and overtime.
- 4) Able to communicate in both English/Spanish. **PREFERRED**
- 5) Demonstrated understanding of low-income and/or vulnerable populations and strategies to improve economic stability and support self-sufficiency.
- 6) Ability to develop and maintain effective partnerships with community/faith-based/public organizations and employers.
- 7) Proficient computer skills in current versions of office software/applications (e.g., Microsoft Office Suite/Office 365).
- 8) Excellent communication (both written and verbal), customer service, and organization skills.
- 9) Must have a car, valid driver's license and adequate auto insurance.

[CONDITION OF EMPLOYMENT:]

None

[WORK ENVIRONMENT:]

The demands described here are representative of those that must be met by an employee to successfully perform the job functions. Reasonable accommodations will be considered to enable individuals with disabilities to perform the essential job functions.

Physical Demands: 1) employee is frequently required to stand, walk, sit, bend; 2) occasionally required to lift and/or move up to 30 lbs.; 3) frequently required to drive; 4) frequently exposed to moderate temperature generally encountered in a controlled temperature environment and outside setting; 5) noise level in this work is usually semi-moderate.

Tools & Equipment Used: a) iPads, iPhones, laptop computers, projectors, copy/scanner machine, computer; b). Be able to scan documents and encrypt documents as necessary c) first aid equipment, fire extinguisher. Usage varies by position.

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04/01/21