

**JOB OPENING (JOB CODE: TJ002)**

**[JOB TITLE:]**TMJ Contract Monitor/Employment Coach **[SALARY BASE: \$40,476/yr.**

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

**[LOCATION:]** Milwaukee, Wisconsin

**[STATUS:]** Full Time

**[TERM:]** Regular

**[CLOSING DATE:]** Until Filled

**[APPLICATION DEADLINE:]** Until Filled

**[NUMBER OF OPENINGS:]** 1

**[JOB TYPE:]** Internal/External

**[SUMMARY:]**

Under the supervision of the Transform Milwaukee Jobs (TMJ) Director, the Contract Monitor/Employment Coach will conduct contract monitoring activities to ensure compliance with terms and conditions of Host Worksite Agreements and TMJ subcontracts including required program performance. He/she will also be responsible for managing a caseload including outreach and recruitment activities, coordination, and validation of program/employer orientation activities to ensure contract compliance with data tracking elements and special projects.

**[JOB DUTIES:]**

1. Maintain knowledge and proficiency of TMJ/TJ Program Policy.
2. Maintain knowledge and proficiency of WWP, CARES, WEBI, KIDS to be competent in conducting data gathering and analysis for contract compliance.
3. Responsible for planning, developing, coordinating, and conducting program monitoring activities of Milwaukee subcontracted agencies.
4. Responsible for composing and writing monitoring reports including the necessary steps to implement corrective action plans when necessary.
5. Assist in the coordination of program orientation activities with other Job Center programs to ensure optimum efficiency and compliance with appropriate program policies and procedures.
6. Outreach and recruits program participants this include pre-screening for program eligibility.
7. Responsible for conducting UMOS Worker Orientations and other related job readiness activities prior to placement into the subsidized employment.
8. Responsible for the assessment, development of a Joint Employment plan in coordination with the Program Participant.
9. Maintain accuracy of program/participant data and timeliness of its entry into the appropriate electronic tracking systems.
10. Works in collaboration with the TMJ/TJ Quality Assurance Team and Finance to ensure timely submission of subsidized worker timesheets and related documentation between the sub-contract agencies and UMOS.
11. Provides technical assistance to subcontractors in the areas of effective strategies for employment engagement, Host Worksite Training plans and program accountability.
12. Conducts ongoing on-site visits to Worksites to ensure both participants and employer are following TMJ DCF and UMOS SOP Program Policy Guidelines.
13. Attends meetings, conferences and workshops as assigned, performs special projects and other related duties as needed.

**[QUALIFICATIONS:]**

1. Bachelor's degree or three years of vocational experience in the areas of Social Work, Quantitative and Qualitative data analysis, marketing, contract monitoring in non-profit organizations and/or local workforce governmental entities.

2. Three or more years of professional experience, knowledge of case management, employer marketing, job development and job placement.
3. Demonstrated ability to monitor/document progress, communicate progress to program staff, develop community support and linkages, and demonstrated general knowledge of public assistance programs policies.
4. Must possess strong written and oral communication and presentation skills and the ability to meet agency goals.
5. Working knowledge of/experience with computer programs such as word processing, spreadsheets, and data tracking systems.
6. Must possess awareness, knowledge, and sensitivity to socioeconomic and culturally diverse backgrounds of the target populations served.
7. Ability to work in a demanding, fast-paced environment.
8. Demonstrated working knowledge of and experience using computer programs such as Microsoft Office Suite (version 2007 or higher), including Word, Excel, Outlook, etc.; CARES experience preferred.
9. Must have a car; possess a valid Wisconsin driver's license and adequate auto liability insurance and be able to travel and work irregular hours.

**[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 20 lbs.

*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.

**[CLICK HERE TO APPLY FOR THIS JOB.](#)**

*Equal Opportunity Affirmative Action Employer*

08/26/21