

JOB OPENING (JOB CODE: WW001)

[JOB TITLE:] Employment Services Supervisor

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

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

[LOCATION:] Milwaukee, WI

[STATUS:] Full Time

[TERM:] Regular

[CLOSING DATE:] Until Filled

[APPLICATION DEADLINE:] Until Filled

[NUMBER OF OPENINGS:] 1

[JOB TYPE:] Internal/External

[SUMMARY:]

Under the direct supervision of the Employment Services Manager, the Employment Services Supervisor will oversee all activities of the Employment Service Unit. Will market employment services to area employers and collaborate with case management to move clients into employment, work experience, CP-TEMP, and job skills training opportunities. Monitor work progress and outcomes of the Employment Services Unit to meet agency and state performance benchmarks

[JOB DUTIES:]

1. Develop and operationalize policies and procedures relating to coordinated Employment Services Unit and inter-unit activities (i.e. Economic Development and Transportation).
2. Plan, schedule and conduct employer contacts using appropriate communication and marketing techniques to promote partnerships and employer incentives
3. Schedule and organize on-site recruitments and Job Fairs and special events.
4. Monitor changes and trends in the economic market and report information to management for projections of future employment opportunities, job development, and training programs. Maintains awareness of local employers, their market share, methods of service, reputations, benefits, and wage levels.
5. Establish relationships for alliances with the other Community Based Organizations to promote UMOS W-2 goals.
6. Build and maintain successful long-term relationships with employers based on hiring and retention outcomes.
7. Facilitate inter-unit, inter-office, and inter-agency communications and coordination on behalf of Employment services and its customers.
8. Responsible for the development of a Marketing Plan needed to secure unsubsidized employment opportunities and the development of sufficient Community Service Jobs (work experience), CP-TEMP Job slots, Job Skills Training and other employer linked training opportunities.
9. Plan for new program initiatives, systems or shifts in employment program emphasis.
10. Assure accuracy of job orders and maintenance in employer tracking system
11. Supervise, direct and train employment services staff. Monitor work progress and outcomes. Coach employees as necessary.
12. Develop and write standard operating procedures for employment services.
13. Develop new systems and forms to meet program contract performance
14. Orient all new employment services unit employees to W-2 UMOS service delivery structure.
15. Oversee contract preparation and expenditures for employer incentive programs.
16. Responsible for periodic Employer Satisfaction surveys by phone, mail or in person as resources allow.
17. Plan and facilitate regular staff meetings for communication and coordination purposes.
18. Attend meetings, conferences, workshops as assigned.

[QUALIFICATIONS:]

1. Bachelor's Degree preferably in business, marketing or related field plus 5 years' experience performing the work of a Marketing Rep or Employer Services Rep and/or supervisor of related activities. *Note: Additional years of work experience in a relevant field can be substituted for one year of education.*
2. Able to demonstrate through either education or a combination of education and 5 years of employment and training

programs; knowledge of supervision and coordination of employment programs. *Note: Additional years of post-secondary education in a relevant field can be substituted for one year of experience.*

3. Knowledge of staffing, employer marketing, job development and job placement; Demonstrated ability to monitor program process and make improvement recommendations based on internal and external factors.
4. Able to research, evaluate and interpret labor market information. Able to evaluate trends and forecast potential outcomes.
5. Must possess strong written and oral communication and presentation skills and the ability to meet agency goals.
6. Working knowledge of computer programs such as word processing, spreadsheets, state systems (CWW, WWP, WEBI) and employer tracking database.
7. Must possess awareness, knowledge and sensitivity to socioeconomic and cultural diverse backgrounds of the target populations served and be knowledgeable of the metro labor market.
8. Bilingual preferred (English and languages preferred in Spanish, Burmese, Rohingya)
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.

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

Equal Opportunity Affirmative Action Employer

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