



Building Better Futures

Lead Job Coordinator

JOB CODE: NE003

Schedule: Full Time On-Site

Work Status: Regular

Salary: Starting at \$19.46, based on experience

Location: Black River Falls, WI

Why Choose UMOS? You can make a positive difference in the lives of those who need it the most!

Programs and services provided by UMOS are divided into three major divisions: workforce development, child development, and social services, which include farm labor housing, Teen Tobacco Prevention, HIV prevention services, domestic violence, sexual assault and human trafficking supportive services, home energy assistance, food pantry, farm labor housing and after school programs. In addition to these programs, UMOS sponsors and organizes a number of corporate, cultural and community events in Wisconsin. Currently, UMOS operates 40+ programs in several states.

Benefits Include:

Full-time employees receive Paid Time Off; 12 Paid Holidays; Health, Dental, and Vision Insurance; Short-Term and Long-Term Disability Insurance; Life Insurance, Accidental Death & Dismemberment (AD&D) insurance; Retirement plan options (401(k) and/or ROTH IRA

Would you enjoy helping people obtain critical employment skills? We have an exciting opportunity available!

As a Lead Transitional Jobs Coordinator, you will be responsible for working with program participants to ensure progress toward employment and training goals; while recruiting, engaging and maintaining partnerships with the business sector.

Primary Responsibilities:

1. Responsible for implementation of the TJ Program service delivery plan.
2. Recruit, pre-screen, enroll and facilitate orientations for participants.
3. Facilitates employment-focused activities which include resume development, job readiness assessments, job search techniques, assistance with online job applications, etc.
4. Matches participants' training, skills, experience and qualifications with available subsidized job (SJ) positions based on job readiness assessment or one-on-one counseling.
5. Provides career counseling and performs follow-up and retention activities with participants during all program phases (subsidized and unsubsidized placement and retention).
6. Document and submit participant weekly activity reports regarding program activity and assist participants to develop tools needed to move successfully toward unsubsidized employment.
7. Responsible for the timely submissions of timesheets and related documentation between worksites and UMOs' human resource and finance departments.
8. Maintains data tracking system, analyzes program data, identifies any performance issues; prepares and submits reports to immediate supervisor and/or QA staff.
9. Maintains current knowledge of available SJs, job leads, and makes job leads available to participants.
10. Acts as a liaison between Job Center partners and other program personnel to coordinate the dissemination of available resources and employment information.
11. Assists with identifying and resolving participant and employer needs, requests, special issues, and complaints; communicates those concerns to appropriate parties.
12. Recruit and engage employers for the Transitional Jobs program as well as, assist on maintain and update of recruiting material.
13. Organize on-site recruitments, career path sessions and special employment events.
14. Identifies, develops and monitors SJ host worksites, ensuring they are safe, value-added and enable TJ Subsidized Workers (SW) to learn skills that align with identified career goals.
15. Secures worksite agreements with each host worksite which clearly outlines the obligations to ensure SJ slots do not displace any regular employees, and that host worksites have grievance procedures in place to resolve complaints.
16. Establishes relationships for alliances with the other community-based organizations to promote the program workforce development objectives for its program participants.
17. Attend meetings, conferences and workshops as assigned, performs special projects and other related duties as needed.

Qualifications:

1. Minimum of two years of post-secondary education, preferably in human/social services or business-related field in combination with 5+ years' experience in one or combination of the following: case management, counseling, marketing/sales, and supervisor duties. *Note: Additional years of post-secondary education in relevant field can be substituted for one year of experience.*
2. Prefer a BA, BS degree in Human Services, Business, Marketing, or related field.
3. Demonstrated ability to monitor/document progress, communicate progress to program staff, develop community support and linkages, and demonstrated general knowledge of workforce development program policies.

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4. Ability to conduct individual and group sessions in motivation, employment techniques, education or vocational counseling and basic budgeting and personal finance.
5. Professional ability to aid to participants in making and carrying out vocational/educational objectives and maintain and utilize participants' confidential information to assist them in the referral and placement process. Ability to recognize risks indicators, such as AODA, domestic abuse, developmental disabilities, or suspected child abuse.
6. Knowledge of workforce needs in rapid-growth sectors like technology, healthcare, and advanced manufacturing.
7. Must possess awareness, knowledge and sensitivity to socioeconomic and culturally diverse backgrounds of the target populations served.
8. Ability to work in a demanding, fast-paced environment and respond to customer needs with respect and diplomacy.
9. Ability to work without direct supervision
10. Demonstrated working knowledge of and experience using computer programs such as Microsoft Office Suite (2013 or higher), including Word, Excel, and Outlook.
11. 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

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Equal Opportunity Affirmative Action Employer