

Employment Service Supervisor – Milwaukee, WI

JOB CODE: WW001

Schedule: Full Time

Work Status: Exempt

Salary: \$51,933.44 - \$64,916.80

Location: 2701 Chase Avenue, Milwaukee, WI 53207

We Invite You to Join UMOS' Diverse & Dedicated Team

Earn up to \$3,000 in incentive pay during your first year of employment!

Are you a motivated, results-oriented candidate seeking to put your talents, skills, and experience to work as part of a mission-driven, customer-focused organization? If so, we invite you to join UMOS' diverse and dedicated team of over 1,000 professionals making a positive difference across more than 60 offices in seven states. Whether you are passionate about facilitating early childhood development; providing training and career planning for a parent; aiding a farmworker in accessing basic needs and new opportunities; educating at-risk individuals in HIV prevention; or supporting those fleeing domestic violence or human trafficking, UMOS is the place where you can fulfill your passion for helping families, businesses, and communities build better futures.

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Benefits

To support its team members, UMOS offers highly competitive compensation as well as a benefits package including:

- Paid time off that increases over your years of service
- 12 paid holidays annually
- A robust range of insurance covering health, dental, vision, life, short- and long-term disability, and accidental death & dismemberment
- The options are to establish either a Health Savings Account or Flexible Spending Account, which can be used to cover deductibles, prescriptions, and other healthcare expenses
- A variety of support services to promote well-being through the employee assistance program
- Retirement plan options, including 401(k) and Roth IRA, allowing you to make pre-tax or after-tax contributions. For those participating in the 401(k) Retirement Plan, UMOS annually contributes at least 3% of employees' eligible compensation

Diversity & Equal Opportunity

UMOS is proud to be an Equal Opportunity Employer, and encourages qualified candidates of all backgrounds to apply, irrespective of race, ethnicity, color, religion, sex, national origin, sexual orientation, marital status, disability, age, parental status, and military service, or any other status protected by federal, state, or local law. In fact, 78% of senior management positions are held by people of color and women.

Do you have a background in Business or Marketing? Then we have an opportunity for you!

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.

Primary Responsibilities:

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. Active member and facilitator of agency W-2 Community Steering Committee
7. Build and maintain successful long-term relationships with employers based on hiring and retention outcomes.
8. Facilitate inter-unit, inter-office, and inter-agency communications and coordination on behalf of Employment services and its customers.
9. 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.
10. Plan for new program initiatives, systems or shifts in employment program emphasis.
11. Assure accuracy of job orders and maintenance in employer tracking system
12. Supervise, direct and train employment services staff. Monitor work progress and outcomes. Coach employees, as necessary.
13. Assist case management with CMF caseload providing retention services
14. Work with case management to assess cases for job skills training opportunities, facilitate orientation and prepare participants for training
15. Develop and write standard operating procedures for employment services.
16. Develop new systems and forms to meet program contract performance

Qualifications:

1. Associates Degree in business, marketing or related field plus 3 years' experience performing the work of employment services 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 three 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 culturally 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.

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UMOS is an equal opportunity Affirmative Action employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.