

## **Job Placement Coordinator– Milwaukee, WI**

**JOB CODE: WW001**

**Schedule: Full Time**

**Work Status: Regular-Hourly**

**Salary: \$16.98 - \$21.22, based on experience**

**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 the motivation to assist our program participants while developing and maintaining work experience opportunities? If so, then we have an excellent opportunity for you!**

The Work Experience (Job Placement) Coordinator is responsible for: developing and maintaining Work Experience opportunities, developing worksites, coordinating placements, monitoring worksites, and complying with associated program reporting requirements; educates staff, employers, participants and the community about Work Experience opportunities and intended goals, benchmarks and outcomes. The Work Experience Coordinator ensures that UMOS remains compliant with applicable state and local policies and procedures governing these types of services to customers.

### **Primary Responsibilities:**

1. Ensure that Work Experience opportunities are innovative, based heavily on labor market demand, and focus on career advancement for high growth industries for Milwaukee County and surrounding communities in both the private and public sector.
2. Market and promote various work experience opportunities to prospective employers, in both the public and private sector, consider their establishment as potential worksites, and educate employers on the various incentives offered through direct hire of eligible job seekers.
3. Ensure each employer/worksites has been properly designated with the tier type (I, II or III); ensure special accommodations are made for those participants with intensive service needs.
4. Identify barriers to participation, assist participants with obtaining documentation of barriers, and help participants to overcome challenges through guidance, counseling and access to services both inside and outside the organization.
5. Assist Financial Employment Planners (FEP) to track participants' progress throughout the duration of the program and ensure participation in assigned activities by monitoring attendance weekly, entering nonparticipation timely, detailed case comments, and applying payment reductions per policy.
6. Conduct orientations to new employers/worksites and their site supervisors about Work Experience, including how to comply with documentation and reporting requirements.
7. Document and keep updated all worksite information, including slot openings, closings and other site-related changes in CWW/WWP and/or UMOS' internal tracking system, and maintain hard file information as required by agency.

## **Qualifications:**

1. Minimum of a High School Diploma (or equivalent) supplemented by two years of post-secondary education, in a relevant field. Note: Additional years of professional experience in a relevant field can be substituted for one year of education.
2. Minimum two years of professional experience in one or a combination of the following: case management; human/social services-related customer service, counseling, or workforce development. Note: Additional years of post-secondary education in a relevant field can be substituted for one year of experience.
3. Must possess strong written and oral communication skills and the ability to meet project performance goals.
4. Professional ability to aid to participants in making and carrying out vocational/educational objectives and ability to navigate complex service delivery systems.
5. Ability to work in a demanding, fast-paced environment and respond to customer needs with respect and diplomacy.
6. Ability to recognize barriers to activity participation and/or employment, such as AODA, domestic abuse, physical and mental health issues.
7. Ability and experience in maintaining and utilizing participant's confidential information to assist them in accessing necessary services to address barriers.
8. Ability to conduct individual sessions in motivation, employment techniques, education, vocational counseling and basic budgeting and personal finance.
9. Bilingual in English and one or more languages/Spanish, Burmese, Rohingya, Somali, Karen; verbal and written preferred.
10. Demonstrated working knowledge of and experience using current computer programs such as Microsoft Office Suite/Office 365, including Word, Excel, Outlook, etc., and experience with database systems; able to enter data quickly with high level of accuracy into electronic data systems within required timeframes.
11. Must have a car, valid driver's license and adequate car insurance and be able to travel, make home visits, 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.*