



TANF Career Connect Coordinator *(Grant-Funded)*

POSITION DESCRIPTION

The Career Connect Coordinator is a 12-month, grant-funded position awarded by the Arkansas Department of Workforce Services. The purpose of this position is to deliver a program that connects recent and soon-to-be Arkansas Northeastern College graduates with local employers so that participants can obtain or maintain employment to allow them to become self-sufficient. The Career Connect Coordinator offers assistance in matching people with jobs that fit their skills and interests. This individual acts as a liaison between job candidates and employers to find the right people for the right employment opportunities. The Career Connect Coordinator reviews resumes, assesses readiness for job referral, and coordinates all available college and external resources to prepare candidates for job referral readiness. The Career Connect Coordinator reports to the Vice President for Community Relations.

The Career Connect Coordinator applies the rules and regulations of the Subsidized Employment Program, which is defined as employment for which the employer receives a subsidy from TANF (Temporary Assistance for Needy Families) to offset some or all of the wages and costs of employing a participant. It is designed to provide trained participants with actual work experience. Employers are asked to hire participants in positions, including entry level jobs, normally filled with experienced applicants.

The Career Connect Coordinator interviews clients, providing vocational counseling, determining eligibility, and making referrals for other human services programs, support services, and community resources. This position collaborates closely with the College's career placement services and the Career Pathways Initiative (CPI) staff to provide individualized supports to assist clients in obtaining and maintaining employment. To ensure clients are work ready, the Career Connect Coordinator collaborates with clients and incorporates case notes and other input from the ADWORC (Arkansas Delta Workforce Opportunity for Rural Communities) Case Manager, WORK (Workforce Orientation & Retraining Keys) Program Coordinator, and CPI staff.

The Career Connect Coordinator fosters successful employment opportunities for under-resourced citizens and the re-entry of previously incarcerated, returning citizens through the delivery of evidence-based practices. This position works closely with an interdisciplinary grant planning team to develop and implement successful evidence-based interventions. This position requires occasional statewide travel.

DUTIES AND RESPONSIBILITIES

1. Interviews, advises, and guides a diverse population of clients to ascertain employability; interprets and explains regulations, rules, policies, and procedures to clients; may determine client eligibility for services; appraises clients of their rights, benefits, responsibilities, and obligations under program participation; ensures that applications and other forms are completed accurately and thoroughly.

2. Assesses client's education, work experience, skills, abilities, qualifications, and job interest; assesses client readiness for job referral, classroom training, on-the-job training, and/or support services; attempts to match clients with available employment, training, or other opportunities/services.
3. Works with the ADWORC Case Manager in identifying problems/barriers that hinder employability; assists clients in resolving and mitigating barriers to employment by identifying the need for other services and benefits; counsels clients regarding recommended solutions and suggested supportive services; makes appropriate referrals to department, County, and other community resources; makes arrangements/referrals for a wide range of specialized and/or support services, which may include ESL courses, high school diploma or equivalency education, homeless mitigation, child care, substance abuse treatment/counseling, family crisis/domestic violence intervention, health care or mental health services, etc.
4. Analyzes information obtained from interviews, tests, and other sources to develop short- and long-term client goals; develops and implements individual employment plans; ensures client conformance with program rules and regulations, department policies, and employment plans.
5. Contacts public and private employers in order to develop on-the-job training and/or direct job placement sites for clients; maintains cooperative relationships with employers, academic and vocational training institutions, and support service and community resource agencies; identifies appropriate job placement/training opportunities for clients; maintains an awareness of local job market and opportunities to assist in providing guidance to clients; may arrange for employment interviews, attend job fairs, conduct special workshops, presentations, group orientations, or perform other training and outreach activities.
6. Monitors and evaluates client's progress through program components; collaborates with service providers through reports and site visits; resolves any problems or provides guidance and counseling; may make phone calls or conduct field visits to investigate clients' progress in various programs designed to assist clients in preparing for and obtaining employment.
7. Inputs necessary information into automated system(s); organizes cases; maintains and updates records on client employment, training, and follow-up activities; takes required action(s) established by regulations and/or department policy; prepares monthly and quarterly reports on client and program activities; and participates in training, pilot and other special projects, committees, and studies.
8. Conducts a minimum of five employer contacts per week. Employer contacts are designed to learn about the needs of the business, describe supports offered by the program and describe client strengths that are relevant to the position.

QUALIFICATIONS

1. Bachelor degree in business, human resource management, or related field of study
2. Minimum of 5 years of experience working with the public in a professional environment, preferably in the private sector
3. Great communication skills
4. Strong organizational skills

5. Ability to conduct mock interviews
6. Resume writing skills
7. Proficiency in working with Microsoft Office suite
8. Ability to speak confidently in public settings

SALARY

Salary is determined by education and experience. A generous fringe benefit package is included.

APPLICATION DEADLINE

Review of applications will begin immediately and continue until the position is filled.

Interviews may occur throughout the application period.

APPLICATION PROCEDURES

To be considered for the position, interested candidates should submit all of the following: cover letter, resume, completed application (available at www.anc.edu/jobs) and transcripts to thampton@smail.anc.edu or mail to: **Office of Human Resources, Arkansas Northeastern College, P.O. Box 1109, Blytheville, AR 72316-1109**. For more information, please call (870)762-3121.

DATE OF ANNOUNCEMENT

October 20, 2020

ANC is an affirmative action, equal opportunity employer