OPEN POSITION

**Internal/External**

Career Placement Specialist

This position reports to the Director Career Services

The individual in this position will focus on servicing Employer’s current job openings and providing information and job matching and/or follow-up services to the job seekers in a planned and outcome oriented manner.

**Job Duties**

- Provide job matching and/or follow-up services to job seekers as required by and within the time frame specified.
- Will provide applicants with interview referrals and employer expectations one on one or through cluster sessions.
- Provide job seekers with referrals to jobs and document job search assistance (i.e. resume match a minimum of (3) customers to every managed job order. (suggestion refer a minimum of (3) customers to open job orders.)
- Assist WDE with verifications when assigned and complete the work number to document entered employment and retention for exited customers.
- Conduct follow-up with job seekers and employers to determine retention of job seekers, or jobs, and to provide technical support and assistance to increase job retention
- Make follow-up calls each week to job seekers or exited clients that have received job matching services or utilized the employment team research area to determine status.
- Recruit and assist with coordination of employer initiatives 80% Response rate from effort.
- Conduct follow up activities monthly for active and exited customers 100%.
- Maintain a current pool of resumes by industry such as Manufacturing, Healthcare, IT, Logistics, Warehouse, Clerical and Finance.
- Incorporate in to resume pool resumes from Outreach teams, Counselors and first hand contact with job seekers from matching sessions. (seems like the same thing as above)
- Review resumes of clients and refer clients to appropriate workshops (i.e. Hiring Fairs and initiatives).
- Pre-screen clients to meet the minimum qualifications of the jobs developed and to determine suitability for OJT or internship and communicate to WDE Team.
- Provides written reports as required to document success of effort such as spreadsheet, Interview lists.
- Job match in a cluster/group setting, issue job referrals.
- Follow up with WDE’s on referrals given to clients.
- Contact and schedule job interviews for customers with employers and conduct follow up through WDE outcome for participants.
- Use toolbox system, to document all referrals to jobs and perform job matches through toolbox and document case notes on employers and applicants.
- Works intensively with all FEC personnel, to refer applicants for open jobs, training to employment, on-the job training, or direct job placement.
- Attend staffing sessions with WDE Team Leads and other career center teams to ensure proper and strategic approach to servicing job seekers and Employer’s open job orders.
- Other duties as assigned.
Qualifications

- Bachelor’s degree or equivalent in work experience at the leadership or functional level, dependent upon the position
- Experience in employment programs preferred, but not required
- Must be prompt and prepared to work scheduled hours to ensure job functions are carried out
- Computer skills are essential
- Must be able to pass a background check
- Must have reliable transportation, driver’s license, and auto insurance
- Must be able to travel

Knowledge/Skills/Abilities

- Knowledge of job training/employment methods techniques
- Knowledge of counseling and follow-up techniques
- Strong interaction skills with diverse personnel in the human services and social service field, as well as with job seekers/customers
- Skilled in teamaship and team building activities
- Ability to develop, operationally, and execute programs and provide service to job seekers, and potential job trainers

Apply online at; feckc.org or www.jobs.mo.gov or sdryden@feckc.org

Location: 1740 Paseo, Kansas City, Missouri

Posted August 11, 2020 (revised 08/11/2020)
Applications accepted until position is filled

EOE/AA/M/F/V/ADA E-Verify Employer

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