OPEN POSITION

INTERNAL/EXTERNAL POSTING

Career Development Executive/WIOA Adult Program

This position reports to the Director Career Services. The individual is responsible for providing career counseling/recruitment services for potential FEC clientele.

1. **Job Duties.**
   - Responsible for providing career counseling/recruitment services for potential FEC clientele.
   - Assist and guide clients in developing training and employment strategies that lead to career oriented employment.
   - Provide pre- and post-employment in helping customers achieve their goals.
   - Work effectively with placement and career readiness team members to insure a customer friendly transition to implement training or follow-up services.
   - Provides pre-employment and post-employment services in helping customers achieve their career goals
   - Conducts overviews and testing assessment of various clienteles
   - Assist with job placement for long-term unemployed workers in Information Technical (IT) for in demand occupations.
   - Works with job placement of personnel to facilitate placement of Job seekers and services to employer
   - Conducts overviews and testing assessment of various FEC Clientele
   - Provides follow-up of FEC clientele to ensure retention in training Programs and their results in employment and exceeding individual, team, and agency goals
   - Provides follow-up of FEC clientele to ensure retention in training Programs and their result in employment.
• Ensure clients are properly enrolled into workforce system according to agency policy

• Other duties as assigned

**Knowledge/skills/Abilities**
Skilled in organization/time management techniques
Detailed Oriented
Ability to work in a team environment
Ability to work according to goals and objectives
Ability to work with and through others
Ability to work in a culturally diverse environment
Computer skills are essential

**Qualifications:**
Bachelor’s degree or equivalent in work experience at the leadership or functional level, dependent upon position
Experience in career or vocational counseling preferred but not required
At least 1 year experience executing FEC programs in counseling follow-up activities
Must have reliable transportation, valid driver’s license and auto insurance
Must pass background check

Apply in person at the Full Employment Council/Missouri Career Center
Location: Central City, 1740 Paseo, KCMO (M-F 8-5) or e-mail; sdryden@feckc.org

Applications accepted until position is filled          revised 12/31/2019

EOE/AA/M/F/V/ADA    E-Verify Employer
The Full Employment Council is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment via the Missouri Relay Services at 711.