INTERNAL POSTING

Position Title:
Career Development Executive/WIOA Youth Programs
Follow-up Counseling Services/EJAC

Responsible to: Senior Director/Function Leader

The WIOA Youth Counselor will develop, lead, execute and coordinate follow-up activities that facilitate successful retention, completion of training and employment counseling activities by youth participants in the program. These activities include but are not limited to:

1. Job Duties

   Coordinate with partnering organizations to insure adequate Referral of clients to appropriate programs.

   • Monitoring toolbox activities daily to insure registered client are effective based on WIOA guidelines. To insure exits are managed so to facilitate positive performance standards in the system.

   • Provide written reports to management identifying the status of the follow-up system/counseling.

   • Insuring follow-up activities such as follow-up counseling sessions, making follow-up calls, conducting follow-up activities such as job clubs coordinating with other offices on non-traditional follow-up efforts.

   • Insuring the WIOA program goals are met and exceeded as it relates to the WIOA program.

   • Actually conducting and participating in follow-up efforts.

   • Developing follow-up strategies to enhance organization follow-up retention efforts (12 months).

   • Perform any and all other duties to fully execute the counseling follow-up program.

   • Other duties as assigned.

Sensitive problems, and presents possible solutions. Keeps all documentation accurate and up to date actively seeks to increase knowledge about employment/training system.
**Knowledge:**
- Extensive knowledge of the career management tracking system and follow-up/counseling techniques
- Working knowledge of youth job training programs in particularly those available in the Kansas City and Vicinity Region
- Adequate working knowledge of computers and data systems

**Skills:**
- Excellent communication skills and writing skills
- Skilled at developing and composing report formats
- Skilled at performing multiple tasks while defining projects or tasks that may lack clarity
- Skilled at engaging clients and other customers and stakeholders in follow-up efforts
- Skilled in meeting and developing adequate timelines

**Abilities:**
- Ability to work in a team environment
- Ability to work in cohesive fashions that result in the accomplishments of goals and objectives and results in the motivation and support of team members as well as stakeholders
- Ability to be proactive and an effective problem solver
- Ability to forecast and develop strategies concerning performance goals

**Qualifications**
- Bachelor's degree or equivalent in work experience at the leadership or functional level, dependent upon position
- At least one year of working with youth in urban education programs in the Kansas City, MO area.
- Demonstrated ability to execute projects in a consistent and quality fashion.
- Demonstrated ability to work with management, peers and subordinates.
- Must pass background check
- Must have reliable transportation, valid driver’s license and auto insurance

Apply online at; feckc.org or [www.jobs.mo.gov](http://www.jobs.mo.gov) or sdryden@feckc.org

**Location:** 15301 East 23rd Street, Independence MO

**Posted 08/11/2020**

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