

## **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
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**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](http://feckc.org) or [www.jobs.mo.gov](http://www.jobs.mo.gov) or [sdryden@feckc.org](mailto:sdryden@feckc.org)  
Location: 15301 East 23<sup>rd</sup> Street, Independence MO**

**Posted 08/11/2020**

**Applications accepted until position is filled**

**(revised 08/11/2020)**

**EOE/AA/M/F/V/ADA**

**E-verify Employer**

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