

Workforce Connections, Inc.
FSET OUTREACH COORDINATOR
Position Description

GENERAL DESCRIPTION: Under the supervision of the W2 & FSET Programs Manager, the FSET Outreach Coordinator serves as a team member to recruit new participants into the FSET program through onsite community venues. The FSET Outreach Coordinator will assist in recruitment, orientation, and enrollment within the community for participants in the program. They will also work to assist in the development of new and ongoing worksite and work experience sites. The FSET Outreach Coordinator is responsible for recruitment, enrolling FSET participants, assessment, developing initial employability plans, and building community connections.

MINIMUM QUALIFICATIONS: Bachelor's degree preferred in a related field. Prefer two or three years' experience in case management. Strong written, verbal and interpersonal skills required including conflict resolution and problem solving. Ability to explain budgeting, financial concepts and procedures. Work independently and as a strong team member. Ability to use appropriate computers systems including CWW, Windows operating system and Microsoft Office Suite required.

I. PARTICIPANT SERVICES

- Provide onsite recruitment within community agencies/venues
- Provide onsite orientation and enroll participants into the FSET program
- Assess the participant's work history, skills and aptitudes including educational levels or certifications achieved.
- Assist participants in the creation of initial employability plan
- Transition cases to ongoing case manager seamlessly
- Enter data into CWW system.
- Refer participants to other appropriate community support services.
- Assist in the creation of new and ongoing worksites and work experience sites
- Follow State guidelines in the interpretation and explanation of federal, state, and local policies governing legal rights and responsibilities of applicants and participants.
- Attend all required DHS training to achieve and maintain status as a FSET case manager.
- Act as an advocate for the participant in resolving barriers to employment.

II. OVERSIGHT AND MONITORING

- Work with others in the community to identify unsubsidized and subsidized jobs to meet participant needs.
- Assess individual or family needs and provide referral(s) to access other services as needed.

III. OTHER DUTIES AS ASSIGNED

- Participate in FSET program training sessions and workshops.
- Perform other duties as assigned.
- Follow all policy and performance procedures established by Workforce Connections, Inc.

IV. Physical/Sensory/Cognitive Requirements

The majority of the work time will be spent in an office setting and in the community in a variety of settings assisting in achieving the goals and objectives of Workforce Connections, Inc. Mobility within the rural and urban community is required on a daily basis. Must be able to drive and have access to a reliable vehicle. Will be required to sit at a desk or in meetings for an extended period of time. Ability to present information and respond to questions

from staff, board members, and the general public when speaking on the phone or in face-to-face interactions.

Uses hearing and vision with the ability to collaborate and orchestrate in a variety of environments. Regular use of fine motor skills for writing or typing.

Lifting of objects up to 20 pounds may be required. Bending and walking required regularly.

Regularly will concentrate on multiple tasks simultaneously along with the capacity to respond calmly and quickly to deadlines required. Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables

V. ENVIRONMENTAL CONDITIONS

Majority of work is performed in an office setting, community, and varied conditions.
Outdoor travel required.

Employee Signature

Date

Supervisor Signature

Date

Executive Director Signature

Date