

Britepaths
JOB DESCRIPTION - 2021

4/7/2021 *This announcement is temporary position with potential for permanent hire. The instructor needs are 15 hours per week from mid-May through end of June. And can be conducted remotely. The Workforce Development Counseling will be added if the position becomes permanent, for a total of 35 hours per week.*

Position Title: **Workforce Development Specialist/ACT Adult Basic Education Instructor**

Title of Immediate Supervisor: Workforce Development Director

Location: Virtual until staff returns to work post-pandemic. Office location will be in Alexandria, VA.

Status: 35 hrs/wk, hourly, full-time

Position Requirements

Must have 5 years experience teaching adult learners. Having human services experience preferred. Workforce development training, certification, and experience preferred. Must be self-motivated, innovative, possess excellent organizational and planning skills, and work easily with diverse groups. Must enjoy coaching and encouraging people through personal and professional development. Must have hands-on ability to work with computer programs, including Google and MS Office. Strong writing, presentation, communication, and interpersonal skills are essential. Must be willing to work some evenings and weekends.

Duties and Responsibilities

Assist workforce development director in the development, expansion and operation of the workforce development programs specifically focused on 2 program areas: 1) career services; and 2) Avenues to Career in Training Healthcare Program (ACT).

1. Provide direct support and coaching to enable clients to achieve their employment goals. Assist clients in developing a resume, a strategic job search, and interviewing skills in order to obtain and retain employment. Must be effective at building relationships with agency staff and employers in the community as well as a good working knowledge of community resources.

2. Teach three 8-week Adult Basic Education cohorts using instructional methods geared toward the adult learner in a classroom setting. These adult learners will be pursuing vocational training in healthcare. The instructor will use curriculum contextualized for healthcare careers and aimed at high level intermediary learners to meet requirements of the program, incorporating learning needs of culturally diverse and multi-skill level students. The primary goal of this curriculum is to prepare adult learners for success in healthcare careers and to pass requisite training program to ultimately obtain certification.

Workforce Development Counseling:

1. Support workforce development director in virtual and/or in-person client meetings to assess educational background, work experience, skills and qualifications, job readiness, and potential barriers to employment.
2. Assist clients with resume writing, job searching, completing job applications, interviewing process, and LinkedIn, if applicable.
3. Maintain documentation and entries of clients in database regularly.
4. Provide on-going assessment and follow-up services, as needed.

5. Refer clients to WIOA, SNAPET, and TANF as additional resources and potential training funding sources, when applicable.
6. Assess client's appropriateness for Network Up and make referral to workforce development director.
7. Periodically plan and organize workshops on a variety of workforce/career services topics.

ACT Healthcare Instructor

1. Collaborate with workforce development director and partner organization in the marketing to potential clients and the planning and conducting of program information sessions to prospective individuals.
2. Assess clients' readiness for program based on program's guidelines redirecting client(s) to appropriate community resource(s), when necessary.
3. Plan and prepare relevant and practical class lessons and monitor students' performances.
4. Implement a variety of instructional delivery methods that include group or individualized instruction as well as computer programs that help students make learning gains. Relies on experience and judgment to plan and accomplish goals.
5. Provides activities and encouragement in career exploration and skills assessments; resume completion.
6. Assists clients in completing applications for certification training.
7. Completes and maintains appropriate student registration, attendance, and assessment records, and ensures timely submission of data in database.
8. Responsible for effective classroom management that enhances student learning and fosters bonding.
9. Assist in planning field trips and guest speakers about healthcare for classes.
10. Communicate with cohort graduates in order to monitor and provide continual assistance for training and/or job related issues/concerns.
11. Support workforce development director in developing networks of potential training partners for licensure, certification and apprenticeships; and network of employers for internship and possible employment opportunities

Administrative

1. Regularly attend Staff Meetings, Program Meetings, and planning meetings.
2. Provides success stories, client statistics, etc., when requested by Communications Manager, Development Director and/or Grant Writer.
3. Provide monthly reporting of responsibilities, accomplishments, outreach to workforce development director to include in Board Report
4. Market and recruit clients; develop relationships with case managers and potential partner organizations.
5. Participates in community meetings and committees as assigned.
6. Conduct monthly survey of clients to assess the effectiveness of employment services.