

CLASS SPECIFICATION FOR
Employment/Training Coordinator I

GENERAL STATEMENT OF DUTIES: Performs professional Capital Region Workforce Partnership (CRWP) client service activities, coordinating the operation of a CRWP branch office, or a subunit in a division; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The incumbent coordinates the daily operation of the branch office or subunit in addition to providing direct client services. The work is distinguished from that of Employment/Training Specialist by the responsibility for the operation of a small branch office or subunit. It is distinguished from Employment and Training Coordinator II by the amount of time spent providing direct client services, and in that the function coordinated is not so complex. Supervision is received from a Division Supervisor.

EXAMPLES OF WORK (illustrative only):

- Supervises the activities of a subunit or the daily work of professional and clerical employees in a branch office;
- Implements programs within area covered by the branch office;
- Acts as contact person for area served by the CRWP branch office;
- Develops work sites, prepares agreements, and completes necessary reports;
- Provides employment and training counseling;
- Determines eligibility of clients for programs, completes necessary forms, provides assessment, orientation, employability planning, and program and job referral;
- Counsels clients to overcome barriers to employment by teaching job application and interview techniques and appropriate dress and behavior;
- Counsels clients prior to and during program participation on a group and individual basis;
- Recognizes trends in operations and makes recommendations for corrective action;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of the structure and operation of government and community agencies and private businesses; ability to work independently; ability to effectively supervise; ability to express ideas clearly and concisely, both orally and in writing; ability to consider and weigh a variety of factors in making decisions and recommendations; ability to establish and maintain a good working relationship with clients, public and private agencies, and the employer community; ability to compile data and make reports.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a bachelor's degree and one (1) year of professional experience in providing such client services as vocational training or vocational counseling, or in personnel or employment and training, or in program management and/or supervision; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

SPECIAL CONDITION: The continuing existence of positions in this classification is subject to and contingent upon funding levels provided by the federal government through the Workforce Investment Act (WIA).

ADDITIONAL REQUIREMENT: Some positions may require possession of a valid driver's license issued by the State of Virginia.