

Job Placement Specialist

JOB DESCRIPTION

The Job Placement Specialist is an integral member of the staff and assists the Director of Participant Services in carrying out the responsibilities related with the placement functions of Project QUEST, Inc.

The duties of this position include:

1. Working with Career Advisors to manage participant transition from training to job match and placement in occupations among employers in the San Antonio community.
2. Providing interview, résumé, and job search guidance to participants and program graduates, as well as participants unable to complete training programs.
3. Preparing and facilitating assigned portions of Work Readiness training to participants and graduates.
4. Addressing and resolving training and placement difficulties with Career Advisors as appropriate, and reporting difficulties to the Director of Participant Services.
5. Maintaining a list of participants to be placed by occupation and job match end dates and reporting placement progress as directed.
6. Documenting contact with program participants in the Apricot System as policy directs and/or after each contact for each participant who has been coded into job search activities.
7. Verifying and documenting initial job placement of participants in accordance with Project QUEST, federal, state, and local policies. Preparing and forwarding coding sheets as required to appropriate Participant Services staff.
14. Coordinating with the Director of Participant Services to represent Project QUEST at professional and occupational society/agency meetings to present program goals and objectives, to broaden the Project QUEST employer base for program participants, and to maintain awareness of employment and training or regional workforce development trends which may impact Project QUEST, its goals and objectives, staff and program participants' interests.
15. Maintaining a professional appearance.
16. Performs other duties as assigned or required.

Salary Range: \$34,000 to \$38,000

FLSA Status: Exempt

Preferred Qualifications: Bachelor's Degree or higher in management, human resources, business or related discipline with experience in workforce development, four to ten years related work experience and/or training; or equivalent combination of education and experience.. Experience in placement of training program graduates among employers in the San Antonio region and in gathering and using labor market information to identify and work with expanding industries and occupations. Working knowledge of regional employment trends and training techniques. Must be able to work in a group environment to accomplish objectives. Knowledge of Microsoft Office. Excellent oral and written communications skills.

Submit resumes to:

Lelani Mercado

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The job closing date is Dec. 13th.