



Workforce excellence is **CENTRAL** to all we do.

## POSITION POSTING

January 31, 2023

### Adult Employment Specialist:

1 full-time opening  
Home office: EITHER Pine City or North Branch

### Hourly Wage Scale:

\$23.67 - \$29.00 - \$34.33

### Primary Objective of Position

This position will assist participants in identifying strengths, evaluating and overcoming challenges, in order to obtain long-term employment and self-sufficiency.

### Qualifications

- Proficiency with personal computer usage, Microsoft Office products, email, and internet usage
- Demonstrated case management skills
- Ability to communicate professionally and effectively with general public, participants (individuals and groups), and internal staff
- Highly organized and self-motivated to work independently and manage schedules efficiently
- Knowledge of job search strategies (including coaching & career counseling)
- Ability to support and motivate participants
- Must be able to travel as necessary in a 75-mile radius with employee-provided transportation

### Responsibilities

- Identify and match participants to community resources that will support the participant
- Direct delivery of services to participants; evaluate objectives, activities, time frames, and resources
- Complete all necessary paperwork in a timely manner
- Maintain an up-to-date case file on each participant enrolled, which clearly shows the services being provided and employment goals
- Ability to coordinate outreach efforts that will result in recruitment of potential program participants.
- Ability to direct CareerForce visitors with online job-search and related activities
- Maintain knowledge of internal data management systems, ensure timely and accurate entry of information into these systems
- Responsible to review, understand, and implement program and grant plans and procedures
- Authorize and justify the expenditure for support services for individual participants based on their plan and following appropriate policies and procedures for these expenditures
- Effectively utilize training and support budgets for participants
- Conduct initial enrollment interviews for participants, collect necessary personal data, and perform assessments
- Administer vocational testing and interpret test results
- Coach and provide employment counseling to participants on issues such as career success skills, interviewing, résumé writing, job search techniques, and job retention

CAREER OPPORTUNITY

Upon request the information in this document can be made available in alternative formats for people with disabilities by calling 800-284-7425.

[www.cmjts.org](http://www.cmjts.org)



Equal Opportunity Employer  
and Program Provider



- Maintain contact with site supervisors, monitor participant’s progress, attendance, and payroll procedures while participating in work-based learning opportunities
- Notify participants of employment opportunities and conditions of employment
- Build caseload through appropriate recruitment efforts
- Participate in community outreach activities
- Provide reports to agency as necessary
- General familiarity with current social media channels and how to incorporate these channels into job search activities

### **Education, Training, and Experience**

A four-year college degree or equivalent experience in human services or a related field is preferred.

### **To Apply:**

Send cover letter and résumé to:

Human Resources, CMJTS, PO Box 720, Monticello, MN 55362

[employment@cmjts.org](mailto:employment@cmjts.org)