

## **Department of Employment Services (DOES)**

### **Position Title / Grade / Salary Range:**

Workforce Development Specialist/09/\$51,039 – \$65,709

### **Description of duties**

This position is located in the Division of State Initiatives. The Division of State Initiatives oversees transitional employment programs designed to serve District residents that face significant barriers to long-term employment. The programs provide job readiness and life skills training, work experience, and job search assistance to District residents that often reside in areas of high unemployment, poverty and crime.

Workforce Development Specialist staff provide a range of supportive services, such as job coaching and case management, to assist participants secure permanent, unsubsidized employment.

### **Qualifications**

- Ability to facilitate basic computer training.
- Proficiency in the fundamental components of the computer, MS Office Suite (specifically Word, Outlook, Excel and Power Point) and Internet navigation.
- Experience in developing employment opportunities for individuals with barriers to employment.
- Demonstrated ability to communicate effectively, both orally and in writing.
- Demonstrated ability to establish and maintain effective working relationships with participants, community organizations, government officials, etc.

### **Position Title / Grade / Salary Range:**

Workforce Development Specialist (SYEP Summer Monitor)/05/\$15 Hourly

### **Description of duties**

Program Monitors are responsible for making sure all SYEP work sites and programs are compliant with host agreements as well as federal and local laws. All monitors must be able to work the entire 6 weeks of the program, a week-long paid training, and a final evaluation session. Other duties include: collection and distribution of forms between work sites and DOES HQ; monitoring of worksites; monitoring of time and attendance for participants; facilitation of communication between work sites and DOES HQ.

### **Qualifications**

- Demonstrated experience working with young adults (ages 14-21).

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- Flexible work hours (some evenings and weekends).
- Ability to learn quickly and work well under pressure.
- Ability to troubleshoot and resolve problems independently.
- Ability to develop rapport easily.