Department of Employment Services

VIRTUAL hiring fair

JOB TITLE	Workforce Development Specialist		
GRADE	11	**SALARY RANGE**	$64,603 - $83,287

JOB SUMMARY

This position is located in the Department of Employment Services (DOES), Federal Programs Division. The mission of DOES is to foster economic development and growth in the District of Columbia by providing workforce training, linking job seekers with employers, compensating unemployed and injured workers and promoting safe and healthy workplaces.

DUTIES AND RESPONSIBILITIES

The incumbent conducts program orientations providing customers with detailed information on workforce development services; the application and eligibility process; labor market information; and other available career and supportive service resources. Conducts initial interviews with customers to determine eligibility and suitability for employment and training services. Reviews and evaluates documentation provided and advises customer of information required to complete the intake process. Conducts individualized counseling sessions with customers to determine appropriate service delivery strategies. Develops, in collaboration with customer an individualized employability plan outlining long and short-term vocational objectives and steps to be taken in achieving the specified employment goal. Introduces customers to available self-directed career resources; provides one on one assistance to maximize use of resources. Administers vocational tests to identify skills, aptitudes and interests. Evaluates test results and applies information to vocational planning process.

Provides case management services focusing on intervention strategies that will remove all existing barriers to employment. Works in collaboration with other workforce development and human service professionals to address obstacles identified. Conducts follow-up on customers placed in employment to ensure effective functioning on the job. Objectively assesses readiness to transition from work experience to unsubsidized employment. Provides information on post-employment training options. Refers more complex claims issues to appropriate staff. Maintains detailed written documentation on all program activities including intake and eligibility, counseling. monitoring of individual training accounts and contracts, evaluation, job search, placement and follow-up activities. Prepares written progress reports, program updates, correspondence, and other documents.

QUALIFICATIONS AND EDUCATION

Applicants must have at least one (1) year of specialized experience equivalent to the CS-9 grade level in the District of Columbia government service obtained from public or private sector. Specialized experience is experience which is in or directly related to the line of work of the position and has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

Possession of a High School Diploma or GED.

1015 Half Street SE, Washington DC, 20003
dchr@dc.gov
(202) 442-9700