

Workforce Advisor Needed to Work with Dislocated Workers at the FMS Workforce Career Centers!

Skills, Abilities, Qualifications Include:

- ✓ Minimum of Associates Degree in Human Services field, BA is preferred;
- ✓ Knowledge of the services available at the Center
- ✓ Problem solving;
- ✓ Ability to work cooperatively with all partner staff;
- ✓ Knowledge and understanding of program performance standards;
- ✓ Knowledge of computer applications including database systems;
- ✓ Strong communication skills;
- ✓ Strong organizational skills;
- ✓ Accurate and attentive to detail;
- ✓ Knowledge and experience in customer service;
- ✓ Knowledge of OSOS;
- ✓ Knowledge of WIOA programs and services;
- ✓ Knowledge of community services and referrals;
- ✓ Computer skills, including ability to use Microsoft Office and Internet
- ✓ Vehicle and clean driver's license.

Duties Include:

- ✓ Completing assessments of customers regarding job skills, abilities, interest, barriers to employment and academic ability. Determine if additional assessment is needed;
- ✓ Determining eligibility in compliance with program requirements;
- ✓ Maintaining caseload assigned by Functional Supervisors;
- ✓ Completing and maintaining customer files including OSOS;
- ✓ Making appropriate job referrals, matching customer skills, interests, and abilities to employer requirements;
- ✓ Facilitating Center workshops for Dislocated Workers;
- ✓ Conducting advising sessions regarding job attitude, job seeking and keeping skills, self esteem activities, career exploration and labor market information;
- ✓ Assisting Dislocated Worker customers in creating and organizing job search materials;
- ✓ Attending and participating in case management meetings with Senior Workforce Advisor, Senior Business Services Representative, and Program Director;
- ✓ Making appropriate referrals for additional services;
- ✓ Participating in Center and Functional team meetings;
- ✓ Participating in staff development activities.

Monday – Friday, 8:30 a.m. – 4:30 p.m.; 37.5 hours/week
Annual Salary \$28,000 plus full benefit package

***Qualified applicants should send a cover letter and resume to:
Mary Hill, Program Director, FMS PIC, Inc. at mhill@fmsworkforcesolutions.org***