



An Equal Opportunity Employer

CAREER OPPORTUNITY

*****MERIT POSTING*****

TITLE: Workforce Development Specialist I - Disabled Veterans' Outreach Program (DVOP)

LOCATION: Washington Job Center (Franklin County) – 1108 Washington Square, Washington, MO 63090

CLOSING DATE: September 20, 2017

ANNUAL SALARY: \$31,608.00 - \$32,688.00

TRAVEL REQUIREMENT:

1. Employee is required to travel and attend a one-time, week-long, out-of-state veteran specific training within the first 12 months of employment. The Department will arrange and cover applicable travel/lodging expenses.
2. On a weekly basis, up to 50% of work time the employee shall travel within the assigned service counties to conduct outreach to labor unions, community-based organizations, faith-based organizations, corrections and educational organizations, veterans' organizations and other veteran-focused events/activities. This will generally consist of day travel with occasional overnight travel.

Assigned counties within service area:

Franklin County
Gasconade County

APPLICATION PROCESS:

This position is a merit position. Interested applicants must apply through the Electronic Application System (EASe) available at <http://www.ease.mo.gov/> and be determined eligible. You will receive an electronic notification from the EASe system to the email address you provided (if determined eligible). After the position closing date, the Department will be provided the names of individuals determined eligible in the counties we are filling. We will contact individuals at that time.

QUALIFICATIONS:

- This position must be filled by honorably discharged veterans or disabled veterans as defined in Chapter 36, RSMo.
- Graduation from an accredited four-year college or university with specialization in psychology, sociology, social work, labor economics, education, business, personnel or public administration, or closely related areas. *(Experience in the areas described below may be substituted on a year-for-year basis for deficiencies in the stated education.)*

AREAS OF QUALIFYING EXPERIENCE

1. Technical or professional work in the fields of social service, education, job placement, community organization or related areas, or in business, personnel or public administration involving responsible public contact.
2. Military experience, at the E-5 level, or above, primarily working in recruiting or personnel administration involving interviewing, selection, classification, placement or counseling

PREFERRED QUALIFICATIONS:

Customer service, sales, and/or marketing experience.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Provide case management and intensive services to veterans who have significant barriers to employment.
- Conduct regional outreach activities to locate veterans through contacts with local veterans' organizations, the Department of Veterans Affairs, and other State Agencies such as Missouri Veteran's Commission, Vocational Rehabilitation and other institutions that serve veterans. *(On site visits required throughout the area of responsibility)*

- Consult and coordinate with other appropriate representatives of Federal, State, and local programs for the purpose of developing maximum linkages to promote employment opportunities and assistance for veterans with significant barriers to employment.
- Develop outreach programs in cooperation with appropriate Department of Veterans Affairs personnel engaged in providing counseling or rehabilitation services, with educational institutions, and with employers in order to maximum assistance to disabled veterans who have completed or are participating in a vocational rehabilitation program. *(On site visits required throughout the area of responsibility)*
- Provide vocational guidance or vocational counseling services, or both, to veterans with respect to selection of and changes in vocations and vocational adjustment.
- Assure veterans are aware of other programs for veterans' such as those that are available through Missouri's Department of Education.
- Work with partners to maximize opportunities for veterans and assure veterans are given priority access to Department of Labor programs.
- Work closely with other staff as part of case management team.
- Provide veteran related resources to career center staff.
- Document all services and activities in case management system as required by program guidelines.
- Perform other related work as assigned.

JOB KNOWLEDGE, SKILLS, AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential function of the job with or without reasonable accommodations.

- Considerable knowledge of the techniques of case management.
- Working knowledge of state and federal laws pertaining to Veterans outreach programs to include various services and benefits available to veterans.
- Knowledge of methods of enrolling or registering veterans for benefits available from service organizations.
- Working knowledge of principles and techniques of vocational guidance and counseling.
- Working knowledge of basic computer software, including the Microsoft Office Suite.
- Working knowledge of excellent customer service techniques.
- Ability to communicate effectively and maintain professional working relationships with other employees, applicants, veterans' services, training institutions and community organizations.
- Ability to exercise good judgment in appraising situations and making informed decisions.
- Ability to give professional presentations to diverse audiences.
- Considerable knowledge of planning, organization, and follow-up skills.
- Ability to create ongoing partnerships with organizations that result in mutual benefit, including increasing overall traffic flow and referral of veteran jobseekers into the Job Center.
- Ability to travel as stated in job announcement.
- Ability to demonstrate regular and predictable attendance.

Acknowledgement:

I have read the job description and believe I can perform all of the essential functions with or without reasonable accommodation.

Print Name

(Signature)

(Date)

Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY Users can call (800) 735-2966 or dial 7-1-1.

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