

**SkillSource**  
**309 East Fifth Avenue**  
**Moses Lake, WA 98837**  
**509-766-6300**  
**WA Relay Service 711**

**Job Description**

<b>CAREER &amp; TRAINING SPECIALIST</b>
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POSITION:	Career & Training Specialist
AREA:	Grant and Adams Counties
OFFICE:	Moses Lake, Washington
WAGE RANGE:	\$24.10 - \$32.43 Per Hour
CLASSIFICATION:	Full Time Non-Exempt Employment
NORMAL WORKING HRS:	40 hours per week. Employee will follow SkillSource's employment guidelines and procedures.
IMMEDIATE SUPERVISOR:	Career & Training Manager

**POSITION SUMMARY:**

SkillSource is a mission-driven nonprofit organization that helps people build new careers and businesses build strong teams through skills training, education, and employment opportunities. SkillSource partners with local employers to recruit, hire, and train strong teams through a variety of Business Services. The Career & Training Specialist will outreach and engage with a diverse range of business and career seekers within Grant and Adams Counties.

The ideal candidate for this position is connected to the business community, understands business needs, and is focused on finding solutions. They have a dedicated interest in helping the business community through training and developing the workforce. They are goal-oriented, skilled in performing outreach and engagement activities and building business customer relationships.

This position is responsible for providing a full range of personnel and training services to SkillSource business and career seeker customers, with a concentrated focus on the business customer. These services include, but are not limited to: building business customer relationships, designing employee training, providing hiring and training technical assistance to employers, developing training positions with local businesses, negotiating and writing training contracts, developing employer job descriptions and evaluations, assisting employers with employee skill assessments. Responsibilities may also include: screening applicants to meet specific employer requests, creating and instructing workshops/seminars, recruiting program customers, determining and verifying eligibility, assessing skills and barriers, conducting career/vocational counseling, and entering and maintaining customer records in multiple management information systems. Additionally, this position works with minimal supervision and self-direction to complete established goals and objectives.

**ESSENTIAL FUNCTIONS**

- Regularly contacts and meets with employers to develop training plans, promote SkillSource services, coordinate recruitment efforts, and local additional business services; Makes multimedia presentations.
- Establishes and maintains working relationships with educational and training institutions, employers, other public agencies and community based organizations for recruitment and training purposes; Makes presentations and participates as a member of advisory committees, service clubs and related associations to promote and/or coordinate SkillSource services.

- Packages custom education and job training activities that maximize each customer's competency achievement and employability development.
- Develops training contracts when appropriate; negotiates and writes training contracts; facilitates supervisor, trainer, and customer orientation and communicates program activity rules and regulations.
- Recruits customers and promotes SkillSource and WorkSource system services; facilitates orientation and communicates SkillSource service information in individual and/or group settings. Refers customers to other resources and services.
- Conducts intake interviews and applies appropriate federal, state and local guidelines to determine eligibility for program and/or type of services; gathers and compiles eligibility documentation and communicates eligibility determination outcomes to customers. Communicates information on local complaint resolution policy and equal opportunity to all customers.
- Conducts individual assessment and evaluation of a customer's overall employment and training needs through in-depth counseling sessions; identifies employment barriers.
- Develops individualized written employability and career plans with customers, independently or in coordination with other service providers, that provides for needs such as occupational/aptitude testing, training, supportive services, health and medical care.
- Discusses and develops employment and/or training plans with customers; administers and interprets skill, interest, and aptitude assessments and tests; participates in case staffing.
- Develops and maintains employability plans that include multiple customer service strategies that maximize organizational performance outcomes.
- Continually motivates customers to achieve educational and/or employment goals; documents progress and updates and adjusts employability plans as necessary.
- Develops and maintains up-to-date customer files that contain eligibility documentation, employability plans, assessments, training activity documents and contracts, evaluations, counseling notes, time sheets/attendance forms and other related information.
- Authorizes, evaluates and monitors supportive service vouchers and training activity expenditures; monitors time sheets and other related documents.
- Consistently provides follow-up counseling and assistance to customers who have been placed into a training activity or unsubsidized employment. Regularly travels to training sites for follow-up and monitoring purposes.
- Researches, plans, organizes and delivers workshops and seminars to customers and employers; selects and/or develops and distributes training aids such as instructional material, handouts, evaluation forms and visual aids; sets-up and operates audiovisual equipment.
- Regularly conducts follow-up contacts with employers and customers; provides input and implementation strategies for corrective action plans.
- Consistently enters and maintains employer and customer data in multiple management information systems and web-based applications; operates several computer applications.

### **NON-ESSENTIAL FUNCTIONS**

Performs other duties as assigned.

### **REQUIREMENTS, SKILLS & ABILITIES:**

- Proven experience in business service engagement.
- Ability to develop positive relationships with at-risk youth, adults and local businesses.
- Effectively work as a team member.
- Ability to speak Spanish strongly preferred, but not required.
- Excellent communication (oral and written) and presentation skills.
- Proficient computer skills and experience in using Microsoft and Google products.

- Attention to detail with a strong ability to multitask.
- A professional and resourceful style with the ability to work independently and as a team player, to take initiative and manage multiple tasks and projects at a time.
- Researching, gathering information to develop business engagement training opportunities.
- Establishing and maintaining effective interpersonal relations with SkillSource, administrative staff, service delivery staff and business representatives.

### **MINIMUM QUALIFICATIONS**

Bachelor degree in related field such as training and development, business, marketing, communications, personnel administration, education, psychology, counseling, human resources or other social science field. Or Associate degree (any discipline) and two years experience providing business development & outreach, marketing, training, case management, counseling, or other direct services to employers or employees and/or at-risk individuals. Or four years directly related experience may be substituted for bachelor degree.

### **WORKING CONDITIONS/PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus. The employee is required to be present on a regular, reliable, and routine basis. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of the Job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually low. Work is performed mostly indoors in an office setting with some travel locally and travel throughout North Central Washington.

### **EQUIPMENT OPERATED:**

Computer, phone, scanner, calculator, projector, and copier.

### **OTHER REQUIREMENTS:**

Personal transportation, valid Washington State Driver's License and current automobile insurance.

**Completed application and resume required. To apply, complete application and upload resume online at <https://www.skillsource.org/employment>. Position open until filled.**

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SkillSource is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.