

WORK EXPERIENCE COORDINATOR

DEFINITION

Under general supervision, oversees the work experience components of various programs and coordinates their activities, objectives and supportive services; works with Division management, related public agencies and direct service providers to maximize cost effectiveness; monitors program performance and outcomes to assure participant success in attaining self-sufficiency; and performs related duties across program lines.

EXAMPLES OF DUTIES

Coordinating work site development, employability planning and access to services; monitoring voluntary, mandatory and court-ordered participation; tracking and reporting program performance and outcomes; evaluating qualitative indicators and recommending plan adjustments; assuring that state, federal and local participation standards are met; and communicating program policies and objectives to direct service providers, the public and county boards and committees.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience providing knowledge of state/federal employment and training programs designed to enable public assistance recipients to become economically self-sufficient. Such knowledge can be demonstrated by two years of professional or managerial experience in a human services field involving employment and training programs for public assistance recipients and any combination of training and experience equivalent to a bachelor's degree in a relevant field including the behavioral sciences and vocational education.

Knowledges and Abilities: Knowledge of the social and economic conditions faced by public assistance recipients; knowledge of local, state and federal employment and training program; knowledge of the network of employment and training services available to Dane County; the ability to communicate effectively both orally and in writing; the ability to assess program data and to make quantitative and qualitative evaluations; the ability to work cooperatively with management, staff, public and private agencies, clients and public officials; and the ability to work independently and to organize and complete assignments with minimal supervision.