CAREER OPPORTUNITY

Effective August 28, 2019, the Missouri Department of Higher Education and the DED’s Division of Workforce Development is transforming to become the nation’s leader in preparing the workforce for the future. This combination will redefine Missouri’s approach to postsecondary opportunities and increase the range of options available to citizens after they graduate from high school. Join our team during this historic time to develop the workforce of the future!

Workforce Development Specialist I

LOCATION: St. Louis SLATE Job Center – 1520 Market St., Room 3050, St. Louis, MO 63103

TRAVEL: Occasional overnight travel required

SALARY: $33,388.08 Annually

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

• Proactively coordinate with partners to provide comprehensive services to job seekers and employers.
• Provide programmatically specific services such as: Trade Act, RJS, SkillUp, and other re-employment programs as needed.
• Accept and record job orders from employers.
• Pre-screen applicants meeting the employer order specifications and make appropriate referrals to employers.
• May facilitate workshops for job seekers.
• Assist job seekers in automated job searches.
• Classify all job orders and applicants qualifications using skill codes.
• Contact employers, identify their labor needs and problems, and develop a plan of service.
• Inform employers and community organizations of Job Center services; attend and conduct Job Fairs.
• Develop job opportunities with employers for qualified job seekers.
• Provide basic vocational and career guidance to job seekers regarding job choice, job change, or job adjustment and retention, as well as, resume writing and interviewing techniques.
• Assist applicants in evaluating their vocational needs and formulate a vocational plan to achieve desired outcomes.
• Perform other related work as assigned.
• Demonstrate regular and reliable attendance.

COMPETENCIES:
Customer Service  Effective Written & Verbal Communication  Computer Literacy  Problem Solving
Strategic Thinking  Interviewing Techniques  Teamwork  Flexibility
Self-direction  Vocational Guidance & Counseling  Discretion

QUALIFICATIONS:
A Bachelor’s degree from an accredited college or university with a minimum of 24 earned credit hours in one or a combination of the following: Psychology, Sociology, Social Work, Labor Economics, Education, Business, Personnel, or Public Administration, or a closely related field. (Experience in the areas described below may be substituted on a year-for-year basis for deficiencies in the required education).

Interested candidates should:
Send cover letter, current resume, transcripts, and contact information for 3 professional references to fax number (573) 522-9814 or via email to Jennifer.LaGore@ded.mo.gov no later than 5:00 p.m. on June 14, 2019. Please include the position title and location when submitting your information.

View all job openings with the Department of Economic Development at www.ded.mo.gov
EOE:F/M/V/D
AREAS OF QUALIFYING EXPERIENCE

1. Technical or professional experience in social services, education, job placement, community organization, business, personnel or public administration, or closely related area;

2. Military experience (at the E-5 level, or above) with primary responsibility in a comparable capacity involving recruiting or personnel administration.