Effective August 28, 2019, the Missouri Department of Higher Education and DED’s Division of Workforce Development are 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- LVER
This position must be filled by honorably discharged veterans as defined in Chapter 36, RSMo.

LOCATION: St. Louis County Northwest Crossing Job Center – 715 Northwest Plaza Dr., St. Ann, MO 63074
SALARY: $33,388.08 Annually
TRAVEL: 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. On a weekly basis, up to 80% of work time the employee shall travel within the assigned service counties to conduct outreach to employers, labor unions, training vendors and employer organizations. This will generally consist of day travel with occasional overnight travel. Must have a valid Missouri Driver’s license.

Assigned counties within service area:
St. Louis County
St. Louis City

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.
• Facilitate employment, training and placement services for veterans.
• Maintain regular contact with regional community leaders, employers, labor unions, training programs, and employer organizations for the purpose of keeping them advised of eligible veterans and eligible persons available for employment and training. (On site visits required throughout the area of responsibility)
• Encourage employers and labor unions to employ eligible veterans and eligible persons and conduct job development. Promote and monitor local on-the-job training and apprenticeship programs for veterans. (On site visits required throughout the area of responsibility)
• Promote the participation of veterans in federally funded employment and training programs. Monitor the listing of vacant positions with State employment agencies by Federal agencies, and report to the Director for Veterans’ Employment and Training for the State Concerned any evidence of failure to provide priority or other special consideration in the provision of services to veterans as is required by law or regulation.
• Responsible for providing quarterly reports to the manager/supervisor of the office and to the Director for Veterans’ Employment and Training for the State regarding compliance with Federal law and regulations with respect to special services and priorities for eligible veterans and eligible persons.
• Provide workshops and training to employers, and Job Center staff.
• Provide veteran related resources to Job Center staff.
• Document all services and activities in the database system as required by program guidelines.
- Perform other related work as assigned.
- Demonstrate regular and reliable attendance.

**COMPETENCIES:**

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<tr>
<th>Knowledge of Veteran Services</th>
<th>Customer Service</th>
<th>Effective Written &amp; Verbal Communication</th>
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<tbody>
<tr>
<td>Computer Literacy</td>
<td>Strategic Thinking</td>
<td>Interviewing Techniques</td>
</tr>
<tr>
<td>Teamwork</td>
<td>Self-direction</td>
<td>Vocational Guidance &amp; Counseling</td>
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<tr>
<td>Discretion</td>
<td>Flexibility</td>
<td>Problem Solving</td>
</tr>
</tbody>
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**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).

**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.

**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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