

TITLE:		REPORTS TO:	
DEPARTMENT/SCHOOL:		CLASSIFICATION:	
FAIR LABOR STANDARDS ACT CLASSIFICATION:		WORK YEAR: HOURS:	
APPROVED: Board Commission	SALARY GRADE:		

Determine appropriate job placement strategies for clients; research job market trends and hiring practices for the local job market; assist clients in developing employment plan and courses of study

Train and provide work direction and leadership to assigned staff; provide support in achieving) \k objectives and service expectations; participate in program and activities to promote a positive employee relations environment

Prepare and maintain a variety of records, reports and files related to clients, employers and assigned activities; prepare DOR-mandated reports according to established timelines

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to various sites to conduct work

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE OF:

WorkAbility II goals, objectives, policies, procedures and requirements

District and WorkAbili

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