



## ALU LIKE, Inc.

### JOB VACANCY ANNOUNCEMENT 18-005 (INTERNAL/EXTERNAL)

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**POSITION TITLE:** PROGRAM SPECIALIST III (EMPLOYMENT & TRAINING SPECIALIST)

**REPORTS TO:** EMPLOYMENT & TRAINING MANAGER OR DIRECTOR

**DEPARTMENT/PROGRAM:** HO‘OMĀNEA ‘ŌIWI / EMPLOYMENT & TRAINING

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#### **Job Summary.**

The responsibilities of the Program Specialist III are client services requiring specialized training at the level of a Bachelor's Degree. This position provides employment and training services in ALU LIKE's Workforce Innovation and Opportunity Act (WIOA) Program, such as intake, assessment, career and vocational counseling, referrals, career guidance, job development, job placement, monitoring, and follow-up services. Determines the need for clients' basic skills training and provides instruction. Determines the educational needs of the client and provides the necessary guidance, case management, and instruction that promote upward mobility through higher educational attainment.

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#### **Duties and Responsibilities.**

##### **Applicant Intake/Assessment/Counseling Duties 35%**

1. Interviews and assesses applicants to determine eligibility for Employment & Training (E&T) Program.
2. Validates, and assures compliance when completing all Employment and Training related forms. Forms include, but are not limited to the following: Intake Application, Review & Verification, Individual Employment Plan, Placement form, Exit form, Monitoring, Agreements and Modifications to agreements.
3. Completes a comprehensive basic skills test for further assessment purposes and reviews results with clients.
4. Provide academic counseling, advising, and assistance to include, but not be limited to the following: high school completion, college search, college applications, financial aid applications, private and public scholarships; advise students of admissions requirements, entrance exams, financial aid deadlines, etc. Guidance includes all post secondary education institutions.
5. Provides guidance and assistance to applicants and participants in completing career assessment and career portfolios.
6. Appraises the participant's suitability for career or job decision and assists in developing an employment plan while reviewing other alternatives toward the employment objective.
7. Provides employment/career and counseling during the assessment/training/placement process
8. Maintains client confidentiality and is responsible for all client record keeping.
9. Uses computer assisted instruction and teaches clients how to help themselves to improve skills for work success. Computer instruction may include typing tutorials, resume makers, and other education or career related software.
10. Orient clients to resource center and provide assistance as necessary.
11. Conducts follow-up services/reporting on participants after program exit.
12. Appropriately refers clients to other ALU LIKE programs and/or external programs for additional client services (tutorial services, etc.).

##### **Employer/Education Placement Duties 35%**

1. Coordinates with for-profit and non-profit agencies to provide appropriate training services for clients.
2. Coordinates with high schools as well as post-secondary schools and institutions to develop and implement job training and educational activities for clients.
3. Job develops for participants with job ready skills by soliciting specific employers and promoting the activities and services that can be provided.
4. Negotiates and develops agreements, contributes information to the agency job listings, maintains employer public relations program to advise employers in an on-going basis.
5. Updates and circulates specific job listings.

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### **Duties and Responsibilities. Continued**

#### **Employer/Education Placement Duties 35% (Continued)**

6. Monitors, evaluates, and reports on training sites monthly to determine effectiveness of that site's program.
7. Instructs clients on pre-employment preparation, which includes self-assessment, skills inventory, job search techniques, application/resume preparation and interviewing skills.

#### **Reporting/Additional Duties 30%**

1. Maintains and submits accurate and data validated forms and reports relating to client eligibility and participation.
  2. Generates job orders and agreements, supplemental forms, monitor forms, success stories, resumes and program letters to clients.
  3. Makes presentations and participates in job fairs to promote activities and services to employers, schools, and community groups.
  4. Attends staff development training sessions to improve and enhance quality instruction and assessment.
  5. Determines occupational trends through use of available data and community resources. Incorporates information in employment counseling and planning activities.
  6. Assist male clients with on-line selective service registration.
  7. May enter client data into the WIOA database.
  8. May prepare purchase orders for benefit of clients.
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### **Interaction.**

The Program Specialist III has daily and extensive contacts with staff, clients, non-profit organizations, educational institutions, community-based agencies, and Native Hawaiian population.

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### **Required Job Requirements.**

#### **Education and Experience**

1. Bachelors degree **and**
2. Two (2) years experience in job development, career/vocational counseling, sales, personnel, or professional/para-professional level experience in human services.

#### **Substitution**

1. Associates Degree **and**
2. Four (4) years experience in job development, career/vocational counseling, sales, personnel, or professional/para-professional level experience in human services, when such education and/or experience provides the functioning level described above, **or**
3. High School diploma or equivalent **and**
4. Six (6) years experience in job development, career/vocational counseling, sales, personnel, or professional/para-professional level experience in human services, when such education and/or experience provides the functioning level described above
5. Relevant education above the BA Degree may substitute for experience on a year for year basis.

#### **Skills, Knowledge, and Abilities**

1. Knowledge of job restructuring, occupational analysis, career ladders, and personnel inventories.
2. Knowledge of pre-employment skills development training.
3. Knowledge of community resources pertaining to employment activities.
4. Excellent writing and verbal skills required to prepare clear and concise reports and to communicate effectively with staff, clients, non-profit organizations, educational. institutions, community-based agencies, and Native Hawaiian population.
5. Ability to counsel and motivate people of diverse backgrounds.
6. Ability to analyze problems and develop effective solutions.
7. Ability to work independently with initiative and with a wide variety of people.
8. Valid Hawaii driver's license, current no-fault insurance, and daily access to an automobile.
9. Knowledge of personal computers, ability to use word processing programs and spreadsheet applications.

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**Working Environment.**

Position is basically sedentary in nature. Minimum physical requirements. Must be able to work under pressure and meet reporting deadlines.

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**Desired Requirements.**

1. Bachelors degree in Human Services, Education, Business Administration, Psychology, Human Resources Management or related field.
2. Knowledge of current state and federal labor laws.
3. Knowledge of WIOA rules and regulations.
4. Demonstrated ability to work effectively in the Native Hawaiian Community.
5. Knowledge of other ALU LIKE's programs and/or external programs.

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**REVIEW/APPROVAL SECTION:**

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Personnel Officer's Review: \_\_\_\_\_ Date: \_\_\_\_\_

President/CEO's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**PERSONNEL/PAYROLL/SAFETY OFFICE USE ONLY:**

EEO Category Code: \_\_\_\_\_ Employment Classification: NE

Salary Level: 10 Last Revision: 11/27/17

Date Copy of Approved JD Sent to Dept.: \_\_\_\_\_