



**POSITION POSTING**

January 22, 2019

**Adult Employment Specialist:**

1 full-time opening, Hutchinson home office

**Hourly Wage Scale:**

\$18.23 - \$22.34 - \$26.45

**Primary Objective of Position**

This position will assist participants in identifying strengths, evaluating and overcoming challenges, in order to obtain long-term employment and self-sufficiency.

**Qualifications**

- Proficiency with personal computer usage, Microsoft Office products, email, and internet usage
- Demonstrated case management skills
- Ability to communicate professionally and effectively with general public, participants (individuals and groups), and internal staff
- Highly organized and self-motivated to work independently and manage schedules efficiently
- Knowledge of job search strategies (including coaching & career counseling)
- Ability to support and motivate participants
- Must be able to travel as necessary in a 75-mile radius with employee-provided transportation

**Responsibilities**

- Identify and match participants to community resources that will support the participant
- Direct delivery of services to participants; evaluate objectives, activities, time frames, and resources
- Complete all necessary paperwork in a timely manner
- Maintain an up-to-date case file on each participant enrolled, which clearly shows the services being provided and employment goals
- Ability to direct CareerForce visitors with online job-search and related activities
- Maintain knowledge of internal data management systems, ensure timely and accurate entry of information into these systems
- Responsible to review, understand, and implement program and grant plans and procedures
- Authorize and justify the expenditure for support services for individual participants based on their plan and following appropriate policies and procedures for these expenditures
- Effectively utilize training and support budgets for participants
- Conduct initial enrollment interviews for participants, collect necessary personal data, and perform assessments
- Administer vocational testing and interpret test results

**Administrative Office**

**Monticello\***

406 East 7<sup>th</sup> Street, P.O. Box 720  
 Monticello, MN 55362-0720  
 763.271.3700  
 763.271.3742 (TTY)

**Branch Offices**

**Cambridge\***

140 Buchanan Street, Suite 152  
 Cambridge, MN 55008  
 763.279.4492

**Forest Lake**

19955 Forest Road North  
 Forest Lake, MN 55025  
 651.275.7247

**Hutchinson\***

Ridgewater College  
 2 Century Avenue SE  
 Hutchinson, MN 55350  
 320.587.4740

**Litchfield\***

114 N. Holcombe Avenue, Suite 170  
 Litchfield, MN 55355  
 320.593.1056

**Milaca**

Mille Lacs County Community  
 and Veterans Services  
 525 2nd Street SE  
 Milaca, MN 56353  
 800.284.7425

**Mora\***

903 East Forest Avenue  
 Mora, MN 55051  
 320.679.6484

**Olivia**

1005 West Elm Avenue, Suite 2  
 Olivia, MN 56277  
 800.284.7425

**Pine City**

Pine Technical College  
 900 Fourth Street Southeast  
 Pine City, MN 55063  
 320.629.4555

**Willmar\***

Health & Human Services Building  
 2200 23<sup>rd</sup> Street Northeast, Suite 2040  
 Willmar, MN 56201  
 320.441.6590

\*Denotes a WorkForce Center

[www.cmjts.org](http://www.cmjts.org)

An Equal Opportunity Employer  
 and Program Provider

- Coach and provide employment counseling to participants on issues such as career success skills, interviewing, résumé writing, job search techniques, and job retention
- Maintain contact with site supervisors, monitor participant's progress, attendance, and payroll procedures while participating in work-based learning opportunities
- Notify participants of employment opportunities and conditions of employment
- Build caseload through appropriate recruitment efforts
- Participate in community outreach activities
- Provide reports to agency as necessary
- General familiarity with current social media channels and how to incorporate these channels into job search activities

### **Education, Training, and Experience**

A four-year college degree or equivalent experience in human services or a related field is preferred.

### **To Apply:**

Send cover letter & résumé to:

Human Resources, CMJTS, PO Box 720, Monticello, MN 55362

[employment@cmjts.org](mailto:employment@cmjts.org)