



Employment Opportunity

Employment Consultant

Business and Employment Resource Center (BERC)

\$19.65 hourly salary (Grade G10)

Contingent Position – 40 hour weekly

Contingent Employees are hired under an Employment Contract which includes paid time off (PTO), medical insurance coverage an additional 3% salary contribution for an employee retirement

Apply By: Friday, October 12, 2018 @ 5:00 p.m.

GENERAL RESPONSIBILITIES Coordinates readjustment, employment and training services for eligible customers involved in Workforce Innovation and Opportunity Act in accordance with Federal, State and local laws.

ESSENTIAL TASKS include the following; other duties may be assigned

1. Provide direct service to customers including intake, assessment, employment development, job search assistance, case consultations, referral and crisis intervention
2. Design and oversee programs for customers
3. Responsible for funding decisions involving training and contracting services
4. Monitor content, procedures and scope of training to assure contract compliance and evaluate effectiveness of training
5. Manage caseload and monitor customer participation and maintain files and Maryland Workforce Exchange (MWE) data entry, record keeping and tracking
6. Serve as liaison with partnership agencies and participates in workforce development initiatives
7. Perform related duties as to specific assignments
8. Any employee may be identified as Essential Personnel during emergency situations
9. Provide service to customers by implementing an Individual Service Strategy, answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
10. Communicate with managers, supervisors, co-workers, citizens, and others, maintains confidentiality; and represents the County

EDUCATION AND EXPERIENCE

1. Bachelor's degree in Social Sciences, Counseling, Human Resources or related field
2. Two years experience in counseling, vocational/educational consulting or advising*

*A comparable amount of training and experience may be substituted for the minimum qualifications.

A Carroll County Government job application is required for this position

Apply on-line: cggovernment.carr.org

Call the Carroll County Job Hotline at (410) 386-2020 to request an employment application or call (410) 386-2129 for employment inquiries

Posted: 10/1/18
(19-27)

Carroll County is an equal opportunity employer