



EMPLOYMENT & TRAINING COORDINATOR

Part-time (29 hours per week) E&T Coordinator opportunity available low-income, under/unemployed persons to become more self-sufficient. Role will determine WIOA Youth, Adult, and Dislocated Worker Program eligibility, manage enrollments, assist program participants in developing and following Individualized Employment Plans leading to viable job training and employment goals, and related case management functions.

Position is primarily located in the Oshkosh Job Center, and requires close collaboration with Job Placement Specialists and other team members who collectively serve populations in Calumet, Green Lake, Fond du Lac, Waushara and Winnebago counties. Applicants must provide their own reliable transportation for area travel. Vehicles driven by employees on ADVOCAP business must have adequate insurance.

Successful applicants will have education or experience equivalent to a Bachelor's Degree in Human Services or a related field. Proficient use of Microsoft Office Suite or compatible software, open-source software, and data entry skills are essential. Requires ability to work independently and as a team member, follow written protocols, accurately document and manage case files, assess participants, and help resolve barriers to employment.

Starting pay is \$18.65 per hour. Flexible schedule options negotiable. Resumes with cover letters received by April 21, 2017, will be given preference. Submit to ADVOCAP, Inc., Human Resources, PO Box 1108, Fond du Lac, WI 54936-1108 Fax (920) 922-7214 Email hr@advocap.org.

AA/EOE