



Business Development
Job Placement Specialist
Full Time

ADVOCAP, Inc., is a recognized leader in anti-poverty and self sufficiency programming. We are a private, nonprofit agency committed to creating opportunities for people and communities to reduce poverty.

Responsibilities Include:

- This position is in Winnebago County and will provide job development services for low income persons
- Responsible for work readiness assessments, job development and follow up services including establishing and maintaining strong connections with employers, and documenting services provided
- Possess knowledge of the needs and interests of youth, and adults with disabilities.

Job Requirements:

- 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
- Intensive case management skills, ability to accurately assess participants, and the skills to resolve perceived barriers to employment
- Reliable transportation and an acceptable driving record is a must
- Requires at least three months of direct client service experience.
- Pass a Criminal Background Check and drug screen

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Women and minorities are encouraged to apply. Full time position with a starting pay of \$17.29/hr and a full benefit package. Based from our ADVOCAP office in Oshkosh.

Resumes and/or applications, with cover letters, submitted by **11/2/18** will receive primary consideration. Send to: ADVOCAP Inc., Human Resources, PO Box 1108, Fond du Lac, WI 54936-1108 or email to hr@advocap.org or FAX: 920 922-7214 .