



Job Placement Specialist

ADVOCAP's Employment and Training Department is seeking a full-time (40 hrs/wk) Job Placement Specialist to assist low income clients in obtaining employment. Clients served include WIOA Youth (ages 17-24), Adults ages 18+, and Dislocated Workers; Vocational Rehabilitation consumers, and others with challenges to obtaining work on their own. Position will work primarily out of the Neenah office, and serve clients in northern Winnebago County. Duties include developing leads for work experience and permanent employment opportunities with collaborating employers, assessing participant employment needs, establishing individualized employment plans, establishing and maintaining strong connections with employers, and documenting services provided.

The ideal candidate will be knowledgeable about area employers and industries, workforce standards, employment resources, and technical training and certification requirements. Will possess excellent communication and organizational skills, tact, compassion, and knowledge of the needs, and interests of clients served. Bachelor's Degree in a Human Services, Marketing, or related field with relevant case management or related experience is required. (Commensurate degree and work experience may be considered.) Reliable transportation is a must, as area travel is required.

Minimum pay is \$16.95/hr with an excellent benefits package. Resumes with cover letters received by 06/30/2017 will be given preference. Submit to Human Resources, ADVOCAP Inc, PO Box 1108, Fond du Lac WI 54936-1108. Fax (920) 922-7214. Email hr@advocap.org.

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