
Internal/External

Job Title: Director of Career Services for Adult Populations

Reports to: Senior VP/COO

Posting Date: 1/15/2024

Overview: The Director of Career Services for Adult Populations will lead a team to facilitate enrollment in workforce programs for special populations, including SNAP, TANF, Unemployment Insurance recipients, and low-income and underemployed individuals. The role involves ensuring successful training completion and employment retention in target industry sectors.

Key Responsibilities:

- **Program Management:** Direct and manage workforce services for target populations, including TANF, SNAP recipients, unemployed, economically disadvantaged, and dislocated workers.
- **Outreach & Recruitment:** Conduct outreach, recruitment, and assessment services for adult and target populations.
- **Partnerships:** Collaborate with partnership organizations, contract providers, and stakeholders to achieve employment goals.
- **Marketing & Outreach:** Execute marketing programs to connect adult job seekers with career assistance services, including training, job placement, and supportive services.
- **Staff Leadership:** Lead staff efforts to connect counseling and job placement with full-time employment and retention, meeting performance goals.
- **Compliance:** Ensure timely and appropriate compliance activities related to referrals, training, and placement retention.
- **Client Support:** Assist clients in developing training and employment strategies, providing pre- and post-employment services to secure and retain employment.
- **Follow-Up:** Provide follow-up services to ensure training results in employment and retention.

Qualifications:

- Bachelor's degree in education, counseling, or a related field.
- Extensive experience in leading and evaluating workforce programs targeting specific populations.
- Minimum of 1-5 years of management and case management experience. Successfully managed workforce programs

- Demonstrated experience in meeting established goals, benchmarks, and performance metrics.
- Proficiency in managing multiple activities and working in a team environment.
- Experience in career or vocational counseling and working with federal programs.
- Ability to work in a culturally diverse environment and manage projects to meet company goals.
- Flexibility and strong computer skills.
- Valid driver's license, reliable transportation, and auto insurance.
- Ability to pass a background check.

Knowledge, Skills, and Abilities:

- Organizational and time management skills.
- Experience working with TANF recipients and low-income individuals, including women, minorities, unemployed, and underemployed.
- Budget management and personnel evaluation experience.
- Strong communication skills, both oral and written.
- Ability to work in a performance-based environment and achieve goals and objectives.

Apply online at: feckc.org, www.jobs.mo.gov or rwaddy@feckc.org

Location: 1740 Paseo KCMO (M-F 8-5)

Applications accepted until position is filled

EOE/AA/M/F/ADA

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