



3353 Elgin St · Houston, TX 77004

WORKFORCE DEVELOPER/PLACEMENT SPECIALIST

GENERAL DESCRIPTION

The Workforce Developer will have dual roles serving as a Placement Specialist to connect trainees to employment. The Workforce Developer/Placement Specialist will also remain in contact with the participant for the duration of the training program, monitor participant progress, and also take steps to address issues that may influence a trainee outcome. The Workforce Developer/Placement Specialist is tasked with establishing relationships with instructional staff (regarding; grades, attendance, and overall performance), to chart progress and determine ongoing training needs. Once participants complete soft skills courses and receive certifications for trainings, the Workforce Developer/Placement Specialist will connect the trainee with the employers. The Workforce Developer/Placement Specialist is responsible for creating and maintaining relationships with employers. This position will be responsible for building a rapport with potential and existing business partners, as well as arranging hiring managers to visit training facilities to display and discuss their company. The Workforce Developer/Placement Specialist will offer workshops, host career days, and invite employers to meet upcoming graduates.

QUALIFICATIONS

The following requirements are desired for this position:

- Bachelor's Degree in Social Work, Psychology, Behavioral Science or related field of study (Preferred)
- Experience as a workforce development professional
- Knowledge of National Center for Construction education research (NCCER) , OSHA, American Welding society (AWS) , safety certifications, and other construction industry credentials preferred
- Ability to effectively manage tasks and multiple deadlines
- Team-oriented attitude with strong written and verbal communication skills

JOB DUTIES AND RESPONSIBILITIES

- Manage verification and certification process
- Manage training program on site
- Work with construction management team to plan training and forecast needs
- Maintain training and certification records and publish monthly site reports tracking progress
- Coordinate NCCER training and system according to accreditation rules and guidelines
- Liaison with industry associations and training providers as needed
- Perform outreach and liaison with education and workforce training partners
- Coordinate with finding employment for clients
- Facilitate community presentations to make the community aware of the program
- Outreach and recruit eligible trainees to participate in the program
- Develop, foster, and maintain ongoing relationships with community-based organizations, schools and businesses
- Meet with community organizations for referrals and evaluation activities
- Develop, implement, and monitor strategies to achieve goals
- Perform other duties assigned by coordinator in a timely and efficient manner

PROFESSIONAL BEHAVIOR

- Display professional appearance in accordance with agency policy
- Handle difficult situations in a discreet manner
- Maintain attendance within limits of agency guidelines
- Maintain confidentiality regarding client information
- Attend staff meetings and in-service training and supervision sessions