



Job Opening

WIOA Case Manager:

Jackson + Swain Counties

Join a motivated team striving to assist participants who are seeking education and occupational skills to obtain / retain employment opportunities. The ideal candidate for this position is involved in these communities and is enthusiastic about assisting individuals in securing gainful employment.

Requirements:

- Responsible for coordinating the Workforce Innovation Opportunity Act (WIOA) services by increasing employment and job retention for participants.
- Responsible for assisting in the increase of occupational skills attainment by providing training services.
- Performs initial assessments and evaluations of each participant's employability, aptitudes and interests through interviews, testing and counseling.
- Places participants in training classes and assists with job searches.
- Promotes the program through visits within the community and colleges.
- Coordinates and oversees the On the Job Training (OJT) program.
- Ensures continuous improvement toward program goals to achieve required and desired outcomes.
- Performs other duties as assigned.
- Working knowledge of Microsoft Office Products.
- Excellent communication skills.
- Valid driver's license required.

Education and Experience:

- Bachelor's degree, two years related experience and/or training or the equivalent combination of education and experience.

MPP is an EEO/AA Employer.

Ways to apply:

NC Works office, 23 Macon Avenue, Franklin NC or www.ncworks.gov

MPP website | mppnhc.org

Email resume to admin@mppnhc.org

Apply by 5:00 pm Friday, May 14, 2021.