



VETERAN WORKFORCE DEVELOPMENT COORDINATOR

DEFINITION

Under general supervision, performs a variety of oversight functions related to the training and job placement of at-risk and homeless Veterans in the lower six counties of Mississippi; implements training and job placement services to designated veterans; performs assigned duties; and performs other related work as required.

Full time position, VETERAN PREFERRED

ESSENTIAL DUTIES

- oversees the operation of the Veteran training and job placement program
- organizes the Veteran training and job placement services for veterans
- initiates and maintains contact with prospective employers and agencies
- presents career information and related subject matter to veterans
- guides veterans in their preparation to seek employment
- provide information and make presentations to civic and other interested groups
- develops and maintains needed procedures, forms, and operational records
- maintains permanent records of veterans and related data
- follows up employed veterans and those involved in advanced training programs
- assists in the placement of veterans in other educational or training institutions
- schedules veteran meetings, appointments, and interviews related to program
- prepares informational bulletins and other types of publications
- supports the other staff as needed
- performs a variety of clerical tasks, such as data entry, filing and related duties

QUALIFICATIONS

Knowledge of: Modern office methods, procedures, and techniques; English usage, spelling, grammar, and punctuation; fundamentals of effective written and oral communication; veteran placement services and activities; principles of effective veteran, staff, community, and public agency relations; standard office machines and equipment, record storage, retrieval, and management systems.

Ability to: Conduct the day-to-day activities of the program; understand and follow oral and written directions; organize information and make effective presentations; operate a micro-computer and computer terminal using related application software; perform general clerical work with speed and accuracy; establish and maintain specialized subject matter filing systems; communicate effectively in oral and written form; establish and maintain cooperative working relationships.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- will frequently exert 10 to 20 pounds to lift, carry, push, pull or otherwise move objects
- will sit most of the time, but may walk or stand for brief periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and



descend a step stool or step ladder

- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing oral information, both in person and over the telephone
- must possess the manual dexterity to operate business-related equipment, and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Experience: Two years counseling, case management, monitoring, or related experience required involving training and job placement or other training/staff development.

Education: Bachelor's degree in career counseling, education, guidance counseling, Human Services or a related field.