

Department of Human Resources

13900 Granzon, Oak Park, MI 48237 | Telephone: 248-336-7703 | Fax: 248-592-7891



**Oak Park
Schools**

NOTICE OF VACANCY

POSITION: Program Specialist - Career Planner	LOCATION: Oakland County Michigan Works! Oak Park
SCHEDULE: Monday - Friday 8-5	SALARY: \$38,000 - \$45,000
DEPARTMENT: Michigan Works - Oak Park	BENEFITS: Comprehensive Benefit Package
POSTING DATE: April 17, 2024	DEADLINE: April 30, 2024 or Until Filled

DESCRIPTION:

Oakland County Michigan Works! Oak Park is a Michigan Works! Certified One-stop Service Center and a department of the Oak Park School District. It is a subrecipient for the programs operated and administered under the joint policy direction of Oakland County Michigan Works! Agency and the Oakland County Workforce Development Board. Oakland County Michigan Works! Oak Park operates programs and serves customers that reside in southeastern Oakland County as well as individuals that reside in surrounding geographic areas.

JOB DESCRIPTION: 52 weeks/year, 40 hours/week, Monday-Friday, 8:00 a.m. - 5:00 p.m.

The Program Support Specialist/ Career Planner will provide general program support for various workforce initiatives. This position will assist with general program services, including document verification, determining eligibility, data entry and report preparation and identifying and executing outreach strategies.

QUALIFICATIONS:

- Bachelor's degree required with a major in human services, counseling, human resources or related areas preferred
- Knowledge of Workforce Innovation and Opportunity Act (WIOA) and/or Trade program rules and regulations
- A minimum of one-year experience as a career advisor in the operation of federal and state funded employment and training programs preferred
- Working knowledge of the One-stop Management Information System (OSMIS)
- Demonstrated skills in oral and written communication along with strong organizational skills with attention to detail
- Must have an insured vehicle and a legal driver's license
- Proven ability to establish a good rapport with both youth and adults

AN EQUAL OPPORTUNITY EMPLOYER

The Oak Park School District is committed to equal employment opportunities in all aspects of employment, including recruitment, selection, training, promotion, and retention of staff. The Board is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. There will be no tolerance for discrimination or harassment on the basis of race, color, national origin, religion, sex, marital status, genetic information, disability, age, or any other illegal grounds.

JOB RESPONSIBILITIES:

- Pre-screen and determine eligibility of applicants for grant funded programs
- Provide all functions of case management: intake, assessment, job readiness skills, job search assistance, and follow-up
- Facilitate program orientations
- Complete required documents and maintain accurate and complete case notes as required by state and local program regulations
- Enter client information in One-stop Management Information System
- Achieve performance standards and requirements
- Assist with grant writing and special projects
- Attend all required meetings with partners and Oakland County Michigan Works! staff
- Maintain positive and effective communication and meet with employers, program staff, educational institutions, and partners to develop job opportunities, internships, apprenticeships, on-the-job training, and occupational training opportunities for youth
- Participate in job fairs
- Other duties as assigned by the center director

APPLICATION METHOD:

EXTERNAL CANDIDATES: All interested and qualified external applicants must complete an application and upload all necessary documents on the Oakland Schools Consortium Website (please visit our HR web page at: <https://www.oakparkschools.org/departments/human-resources/> to access the Oakland Schools Consortium website). All letters of interest, resumes and applications must be received no later than the deadline listed or until the position has been filled.

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