

**SOUTH CENTRAL WORKFORCE DEVELOPMENT COUNCIL**  
**is now accepting applications for**  
**the position of**

**EMPLOYMENT COUNSELOR**

**Salary:** \$2,771.00 per month **Full-Time Position**  
**Location:** WorkSource Yakima, 306 Division, Yakima WA  
**Opening Date:** 07/13/09  
**Closing Date:** 07/27/09

**Opening:**

The South Central Workforce Development Council has one opening for an Employment Counselor in the WorkSource Yakima Career Development Center. This position provides re-employment services to eligible Dislocated Workers consistent with federal, state, and local program parameters, while meeting program goals and state and federal performance measures. *This continuous recruitment may be used to fill future Employment Counselor positions that may come open within 120 days of the closing of this posting.*

**Essential Job Functions:**

- Establishes and manages employability plans using a case management model that includes setting goals, acquiring services, monitoring progress, intervention or plan revisions, meeting goals, and making appropriate referrals.
- Screens applicants to determine program eligibility and suitability.
- Assesses client situations, circumstances, goals, and needs to determine program suitability, appropriate services, possible resources and the best plan of action.
- Develops and implements employability plans including identification of necessary services and service providers and maintenance of required documentation.
- Plans, implements and maintains individual budgets, including tracking, recording, reporting and reconciling of expenditures, accruals and obligations, determining allowable expenditures and appropriate vendors and method of payment.
- Disseminating information regarding program content, eligibility, services, and goals; community resources and service providers; labor market and other information to customers, co-workers, partners, community members and organizations.
- Participates in workgroups, committees, meetings, seminars, conferences, and other groups and events
- Performs other duties as required.

**Working Conditions/Physical Requirements:**

Requires working with public; use of personal vehicle for job related local travel, when necessary; occasional overnight/out-of-area travel; reaching, standing, stooping, mobility, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions with extended periods typing on keyboard and viewing computer screen. Duties are sedentary and performed primarily in an office setting. Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry push, pull or otherwise move objects.

**Equipment Operated:**

Personal computer, printer, copier, calculator, fax, phone, paper punch, stapler, personal vehicle.

**Competencies required for the position:**

**Accountability:** Can be relied upon to achieve excellent results with little need for oversight.

**Achievement Orientation:** Adds value through personal contribution, technical knowledge, and group achievements.

**Analysis and Problem Solving:** Demonstrates ability to address problems with new and effective solutions.

**Communication:** Exhibits ability to effectively give and receive information both verbally and in writing to diverse audiences that positively influence the thoughts and actions of others. Must be able to speak, read and write fluently in English.

**Customer Service:** Demonstrates the ability to build and maintain internal and external customer satisfaction with the products/ services offered by the agency based upon awareness/knowledge of customer needs.

**Diversity:** Displays the ability to work in an environment of valuing, encouraging, and supporting differences.

**Interpersonal:** Adapts to and works effectively with a variety of situations and people through consistent honesty, forthrightness, and professionalism. Displays a composed and pleasant disposition to clients and co-workers.

**Teamwork:** Works effectively with others in a variety of settings.

**Resources:** Demonstrates a working knowledge and practical application of technology. Candidates must display intermediate skills in these areas: Microsoft Office XP, MS Outlook, MS Excel, MS Word, Internet Explorer.

**Experience & Training:** A Bachelor's degree and two years of professional experience in social or human resource services, public relations, or public contact work, such as: unemployment insurance, social services, human resource services, education, public relations, sales, benefits programs, insurance underwriting, law enforcement, banking, and real estate.

OR

An equivalent combination of education and experience which provides knowledge, skills and abilities sufficient to successfully perform the essential duties of the job.

**Note:**

Bilingual English/Spanish experience preferred but not required. Employment & Training experience preferred but not required. Knowledge and experience in WIA or other federally funded social service programs preferred. Reliable transportation required.

**Selection Procedure:**

First consideration will be given to employees of the South Central Workforce Development Council. Second consideration will be given to the general public. Applicants will be evaluated on the basis of past experience and training. Those rating the highest on the minimum qualifications screening will be scheduled for a personal interview.

**In compliance with the Immigration Reform and Control Act of 1986, the SCWDC will hire only United States citizens and aliens lawfully authorized to work in the United States.**

***This is a Contract Bargaining Unit position. As a condition of employment you are required to become a member of the Unit or pay representation fees per the negotiated contract.***

**How to Apply:**

Applications will be accepted until 7/27/09. For further information and application forms, contact:

**SCWDC  
ADMINISTRATIVE SECRETARY  
120 South 3rd Street, Suite 200A  
Yakima WA 98901**

[becky.smith@co.yakima.wa.us](mailto:becky.smith@co.yakima.wa.us)

**“AN EQUAL OPPORTUNITY EMPLOYER”**

Accommodation to participate in the job application and/or selection process for employment will be made upon request. Please contact the above for further information.