

Big Sandy Area Community Action Program
is seeking qualified candidates for a
WIOA Career Advisor
to work in our Salyersville office.

Responsibilities include:

- * Identifying customer and client assets, barriers, career goals, supportive service needs and manage the provision of service to meet objectives
- * Maintaining customer files and electronic records in compliance with all requirements
- * Developing relationships with Businesses in Magoffin County
- * Providing all Workforce Innovation and Opportunity Act program activities in compliance with requirements of contractual agreements, laws, and guidelines
- * Delivering elements of case management including assessment, eligibility determination, career plan development and management, and long-term follow up
- * Completing all reporting required by funding source within deadlines
- * Participating in community events such as job fairs, benefit fairs, and partner meetings to promote WIOA and Agency services

Qualifications:

- * Bachelor's Degree in Business Administration, Social Work or related field is desired, combinations of education and work experience may substitute
- * Experience in delivering and managing services to a large client population and the business community to meet quantifiable performance targets
- * Ability to manage multiple projects while meeting deadlines
- * Well-developed interpersonal skills
- * Valid driver's license and travel required

**Qualified applicants may submit resume to : Big Sandy Area Community Action Program,
ATTN: Human Resources Manager, 230 Court Street, Paintsville, KY 41240.
Closing date for applications is September 7, 2018.**

Big Sandy Area Community Action Program is one of a network of more than 1,000 Community Action organizations located across the United States committed to fighting poverty by empowering individuals.

An equal opportunity employer