

## Workforce Development Specialist

The Lorain County Board of Commissioners is accepting applications for the position of Workforce Development Specialist within the Lorain County Workforce Development Agency.

The successful candidate will provide comprehensive services to Adults and Dislocated Workers using the services of OhioMeansJobs Lorain County (OMJLC) center, including assisting customers in the development of an Education/Training and Employment Plan through the provision of career guidance, assessment and other related resources. The Workforce Development Specialist assists in the determination of and documentation of WIOA eligibility, performs proactive case management and individual career services for those encountering barriers to employment, identifying resources and strategies to reduce or eliminate the barriers.

The successful candidate will be responsible for collaborating with training providers in assisting customers in selection of training programs & providers, advocating for customers, ensuring proper funding distribution and verifying academic progress. The individual will be responsible for maintaining accurate case files, both hard copy and electronic and for recording clear, concise, factual case notes and other documentation as required in the Ohio Workforce Case Management System (OWCMS).

The successful candidate will be responsible for presenting orientations and a variety of workshops that are career related. The individual will assist with proctoring assessments, including career assessments and ACT WorkKeys assessments that are used by OMJLC as part of the Work Ready Lorain County initiative.

A Bachelor's degree in social work, education or related field is required, plus three (3) years of experience in social work or employment services preferred; or any equivalent combination of knowledge, skills and abilities to perform essential functions of position. Knowledge of federally funded programs, such as but not limited to the Workforce Innovation and Opportunity Act and Temporary Assistance for Needy Families is preferred. Excellent computer, oral and written skills (including public speaking) required. Bi-lingual capability is a plus.

Candidates must possess a valid Ohio vehicle operator's license and maintain continuing eligibility for insurance coverage in order to apply for this position.

Lorain County is an Equal Opportunity Employer and will make reasonable accommodations for qualified applicants with disabilities.

Submission of the County Employment Application is required; electronic submission of this application and related documents is preferred. If it is not possible for you to submit them electronically, you can still fax materials to (440) 329-5459 (ATTN: *Brenda Varady*), or send them through traditional mail. Unless a specific contact is listed in the position details, please mail all general application materials to:

**Personnel Dept. - ATTN: Brenda Varady**  
Lorain County Administration Building  
226 Middle Ave., Fourth Floor  
Elyria, OH 44035