

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Community Employment Associate 5		Class Code: 002NC5
	FLSA Status: Non-Exempt	Salary Schedule: PAT 5	Effective Date: 6/7/13
	Summary: Incumbent works in a local Department of Workforce Development (DWD) office and is responsible for providing assessment and career guidance to customers with barriers to employment, assisting employers in filling positions and a variety of special services to clients.		

Duties:

- Gathers information from applicants for skilled, unskilled, professional, clerical and support positions to ascertain and evaluate their qualifications, educational backgrounds, special skills, work and training history, occupational interests and employment barriers;
- Assists employers with job orders by telephone, personal contact, or other means and enter information into electronic tracking systems;
- Explains services to applicants and advises them concerning appropriate employment or training based upon their qualifications, availability and the economic condition of the community in which the applicant is available to work;
- Refers clients to the appropriate specialist concerning veterans', disabled veterans' and other specialized programs when necessary;
- Informs and refers clients to other public assistance agencies and programs when appropriate;
- May participate and travel to provide and inform clients of various programs;
- Conducts orientation classes and training sessions;
- Performs related duties as required.

Job Requirements:

- Thorough knowledge of Department of Workforce (DWD) software systems;
- Working knowledge of all federal and state employment and labor laws such as civil rights laws, child labor laws and minimum wage laws as they apply to the placement of clients and processing job orders;
- Knowledge in specialized areas of occupations, skills required, types of jobs available, average pay scale for the appropriate area, products made in industries serviced by area as well as labor market composition;
- Working knowledge of all aspects for the various special programs and assistance offered by the Department of Workforce Development (DWD).
- Ability to effectively communicate both orally and in writing for the purpose of expressing the qualifications of clients to employers and submitting reports on activities.

Difficulty of Work:

Incumbent follows and interprets established DWD services guidelines in placement of applicants or soliciting job orders in all areas of employment. Incumbent must use initiative in contacting employers regarding the use of services. Incumbent must use judgment in selecting the available services for each applicant and developing individual service plans.

Responsibility:

Incumbent works within the DWD services guidelines in interviewing and screening applicants to ascertain their employment needs and is responsible for the full range of placement and specialized services. Work is reviewed regularly for accuracy and compliance with manuals, regulations and procedures.

Personal Work Relationships:

Incumbent works with applicants, DWD staff and other service agencies to advise and place applicants, to solicit job orders and to provide special employment program services.