



## **Worked-Based Learning Specialist \* Delaware Valley Job Corp Callicoon, NY**

**Overview:** The Delaware Valley Job Corp is seeking a Part-Time Work-Based Learning Specialist in Callicoon, NY.

The WBL Specialist is responsible for providing students with employability training leading to full-time jobs, higher education or advanced training. Oversees Work-Based Learning program ensuring students are actively participating in on- and off-Center on-the-job training assignments to improve employability skill set. Provides students with transportation services and evaluates student competencies. Conducts community outreach to established WBL sites and related MOUs. Ensures integrity of student WBL documentation.

**Responsibilities;**

Follows all integrity guidelines and procedures and ensures no manipulation of student data.

Ensures all eligible students participate in WBL.

Markets WBL Program to staff and students and ensures the importance of WBL is understood.

Identifies viable WBL employer sites, establishes MOUs and conducts periodic OSHA and site supervision inspections.

Ensures Center meets or exceeds DOL/Company performance goals.

Interviews, recommends for hire, disciplines, recommends for termination and evaluates the performance of the employees in the WBL program.

Establishes supportive/mentoring relationships with students throughout their enrollment and provides employability and career counseling. Routinely evaluates student performance, updates ePCDP and related student plans and identifies/remediates barriers preventing student achievement and success.

Ensures student accountability procedures are compliant for all WBL students.

Provides transportation services to meet Center requirements

Produces quality work/assignments in a thorough, timely and accurate manner.

Maintains appropriate personal attendance, accountability and work productivity standards.

Plans, prioritizes and organizes assignments to meet established goals and deadlines.

Understands and applies job knowledge to effectively complete all required job responsibilities.

Proactively maintains the skills required to perform job duties.

Mentors, monitors and models the Career Success Standards as required by the PRH.

Provides high-quality supervision and management for the student population. Takes swift and appropriate action and positively influences student behavior. Shows respect and courtesy to students and holds them accountable for their actions and behavior.

Provides quality programs and services for students and ensures that quality is maintained and student needs are met. Pursues improvement and enhancement of programs and services.

Exchanges ideas and information, both orally and in writing, in a clear and concise manner and contributes meaningfully to group efforts by offering relevant ideas and knowledge. Provides quality and timely information to DOL/Company when requested.

Works in partnership with staff from all Departments to ensure effective supervision and services are provided to students.

Accepts direction and supervision from the Center Director/Program Director/Center Duty Officer/Shift Manager

Other duties as assigned.

**Requirements:**

High School Diploma or equivalent (Degree preferred)

1 yr experience group facilitation, student management or Job Corps preferred

Valid NYS Driver's License & meet company insurability requirements

Reference Check

**Skills Required:**

Employer Partnership Development/Outreach

Job Placement Coordination

Student Career Coaching

Employability Skills Training

**Shift, Salary, and Benefits:** This is a part-time position, 20 hours a week, Mon-Fri, \$25.63 hourly, Benefits include Health insurance, Dental insurance, Paid Vacation, Paid Sick, Holidays, 401K/Retirement.

**To apply:** contact Hope Godchaux by emailing [godchaux.hope@jobcorps.org](mailto:godchaux.hope@jobcorps.org), by faxing (845)887-4762, by telephone at 845-887-5400, mail to Adams and Associates/Delaware Valley Job Corps, PO Box 846, Callicoon, NY12723, or in person at 9368 State Route 97 Callicoon, NY 12723.