

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED JUNE 2023
RANGE: 38.0
CLASSIFIED
CODE: NONE

WORKFORCE INVESTMENT OPPORTUNITY ACT ASSOCIATE

DEFINITION

Under the direction of the site administrator, the WIOA Associate will perform activities required by the Workforce Investment Opportunity Act (WIOA) Youth Program to ensure youth participants progress through program goals and objectives as outlined in their Individual Service Strategy.

ESSENTIAL FUNCTIONS

Maintain current and accurate database to track active and enrolled youth participants and those in follow-up status;

ensure confidentiality of all files and records;

comply with WIOA regulations, guidance policies and procedures;

proctor assessments and help to develop Individual Service Strategy;

document supportive services to overcome identified barriers;

attend training as necessary for workforce development activities such as work permitting;

assist youth and families with securing all enrollment documents needed;

ensure all WIOA requirements are met for 12-month follow-up with participants;

follow established WIOA timelines for all case management activities;

assist senior seminar instructor with organization and management of career readiness coursework;

prepare archive files each quarter;

routinely audit participant records to ensure accuracy, correct inaccurate database entries and check that services align with agreed upon timeline;

assist youth with transitioning to employment and /or post-secondary education;

perform related duties as assigned.

QUALIFICATIONS

Ability to:

Establish and maintain cooperative working relationships with students, staff, and agency partners;

display excellent one-on-one interpersonal skills;

understand and carry out oral and written instructions;

communicate effectively in oral and written form;

interpret federal and state regulations and guidelines;

exhibit exceptional telephone etiquette and problem-solving skills.

Experience:

One year of clerical experience, including the utilization of document and/or database management.

Education:

High school diploma (or GED)

A.A. degree preferred

CP: ac

6/5/2023

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