

**SALEM COMMUNITY COLLEGE
POSITION DESCRIPTION**

POSITION TITLE: *CWEP Coordinator-Grant Funded/Part Time*

SALARY GRADE: *Hourly Rate: \$20.00*

MINIMUM QUALIFICATIONS

Education: Associates Degree Preferred

Experience: Four years of professional experience in Human Resources development and training, job placement, and/or education or vocational counseling.

Skills/Abilities:

1. Ability to communicate effectively with all local agencies that are involved with the customers.
2. Excellent interpersonal skills.
3. Demonstrated ability to interact with all service populations ensuring accurate and effective communication.
4. Strong organizational abilities with strong emphasis on prioritizing and meeting deadlines.
5. Excellent personal computer skills in Microsoft Office applications, including Word, Excel, PowerPoint, Access, Outlook and Internet.
6. Strong written and verbal communication skills.
7. Ability to work under pressure and meet work deadlines.
8. Exercises sound judgment with regard to confidentiality.

REPORTING STRUCTURE

Reports to: Manager, Business & Community Partnerships and One-Stop Career Center Administrator.

RESPONSIBILITIES OF THE POSITION

The following is a list of functions that would be the responsibility of the CWEP Coordinator.

1. Utilizing the list of CWEP sites that have been developed over time by various state and local staff, contact each of the “employers” on the list and request a personal meeting to ascertain the following information:

- a. Have they used CWEP participants in the past?
- b. Were they satisfied with the individuals that were referred?
- c. If they were not satisfied, why?

- d. Are there currently positions in their agency that could be filled by a CWEP participant?
- e. What are the titles of the positions?
- f. What are the specific job skills that are required to perform the job?
- g. Do they require anything in addition to specific job skills, such as dress code, soft skills, etc.?
- h. If the One-Stop referred an appropriate candidate are they interested in participating as a CWEP site?

2. Once the information is received by the CWEP Coordinator a new updated CWEP Site List must be developed. The list should include some detail on the positions and the skills required for the position so that it can be shared with One-Stop Case Managers and the AWEP class Instructor.

3. When the CWEP Coordinator is informed by a CWEP Site that a participant is desired to fill a position, the Coordinator will inform One-Stop Case Managers and the AWEP class Instructor and give them the details on the site and the position.

4. The CWEP Coordinator will work with the Case Managers to identify proper candidates for CWEP placement. The Coordinator will interview the participants and with the Case Manager select the WFNJ participant for a specific CWEP site and position.

5. Formal referrals to a CWEP site must be done by One-Stop Case Managers to ensure proper recording of information into AOSOS, OMEGA and the participant's file.

6. The CWEP Coordinator will follow-up with the CWEP "employer" every two weeks to ensure proper program compliance and "employer" satisfaction with the participant.

7. The CWEP Coordinator will collect weekly attendance from the CWEP "employer" and distribute it to Case Managers.

8. Individual CWEP assignments must last no longer than six months. If a participant is at a site for six months they must be brought back into the One-Stop for job placement or other services to enable them to obtain unsubsidized employment.

9. The CWEP Coordinator will work hand-in-hand with the in-house AWEP class participants to place them into part-time or full-time work experience sites.

Position will remain open until filled, however, preference will be given to application submissions received prior to August 20, 2010.

Qualified Candidates should send a letter of application outlining how their qualifications meet the requirements of this position, a current resume, and contact information for 3 professional references to: employment@salemcc.edu. College transcripts will be required upon hire. Electronic submissions are required (please include Job Title in Subject Line).