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POSITION POSTING

October 24, 2024

Career Navigator Disability Resource Project:

1 full-time opening,

Hourly Wage Scale:

\$23.67 - \$29.00 - \$34.33

Primary Objective of Position

Work directly within the structure and assist in coordinating all aspects of the Minnesota's Equitable Transition Models (ETM) also known as the CMJTS DEI (Disability Employment Initiative) Grant. Responsible for strong working relationships with State of Minnesota, USDOL, local business partners and participants. Responsible for increasing employment outcomes and services to participants with disabilities. Contribute to a healthy, safe, and inclusive work environment for all and support the agency equal opportunity and inclusion efforts.

Work Environment

CMJTS is an equal opportunity employer and service provider. CMJTS is committed to creating an environment of inclusion where everyone is valued and has a sense of belonging. We work to confront and eliminate the barriers racism has created, and to earn the trust of our community to create a culture of accountability. We prioritize recruiting, hiring, training, compensation, promotion and retention practices that reflect the diversity of the communities we serve.

Qualifications

- 4-year college degree or equivalent related experience, with an emphasis in human services or education field or equivalent relevant experience
- Experience in grant management, business and education or training programs strongly preferred
- Demonstrated experienced case management skills
- Ability to communicate effectively and efficiently with businesses, general public, participants (individuals and groups), and staff
- Experience in working with persons with disabilities
- Ability to develop and collaborate across multiple service delivery systems (i.e.: Vocational Rehabilitative Services, Social Security Administration)
- Experience with MS Office software programs, e-mail and the Internet
- Ability to operate basic office equipment
- Proven time management skills and ability to work independently
- Ability to support and motivate participants

Responsibilities

- Be the primary responsible person with regard to the ETM grant; foster relations with all lead partners for ETM grant. Understand the importance this grant has towards business operations.

Upon request the information in this document can be made available in alternative formats for people with disabilities by calling 800-284-7425.

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HUMAN RESOURCES



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- Fully review, and comprehend all aspects of the ETM grant, any changes to the grant, and be able to communicate this grant with others. Be the “go-to” person for questions relating to this grant
- Understand compliance with federal rules and regulations to protect agency from any disallowed costs Complete suitability clearance process (FBI background).
- Will need to complete the Certified Work Incentive Coordinator (CWIC) certification within 6 months of hire and meet requirements to maintain certification
- Be responsible for delivering reports to state of Minnesota
- Assist with completion of ETM work-plan as written
- Closely monitor all aspects of this grant, identify potential areas of concern, identify solutions to those concerns, and keep the program manager fully up to date on grant progress
- Work under the Pre-Employment Transition Services (Pre-ETS) program and develop strategies to advance Employment First outcomes for youth and adults with disabilities
- Communicate closely with business service coordinators about opportunities and business partnerships in the region
- Responsible for coordinating training for participants
- Recruit diverse and at-risk youth with disabilities
- Provide person-centered, strength-based assessments based on the Guide Post to Success framework
- Complete benefits counseling, training, & individualized information & support to youth with disabilities
- outreach to young people participating in the Social Security Administration’s ‘Ticket to Work
- Identify appropriate career pathway opportunities for participants and coordinate with colleges for possible curriculum modification, as needed
- Work closely with local business partners to identify appropriate candidates for work experience or OJT opportunities
- Act as liaison between jobseeker, and business, making sure placement is appropriate for all involved
- Complete all necessary paperwork and reports in a timely manner
- Communicate with all partners involved within the ETM grant any updates, changes, and reports as necessary
- Provide intensive individualized services based on assessment
- Coach and provide employment counseling to participants on job retention techniques
- Administer vocational testing and interpret test results

Education, Training, and Experience

A four-year college degree or equivalent experience in human services or a related field is preferred.

To Apply:

Send cover letter and résumé to:

Human Resources, CMJTS, PO Box 720, Monticello, MN 55362

employment@cmjts.org

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