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POSITION POSTING

February 3, 2026

Placement Specialist

Home office Hutchinson, Litchfield, or Monticello

Hourly Wage Scale:

\$25.30 - \$30.99 - \$36.68

Primary Objective of Position

Researching and recruiting appropriate work-based learning opportunities. Working with case managers to identify appropriate work-based learning placements. Placing jobseekers into long term employment opportunities. Contribute to a healthy and safe work environment for all

Qualifications

- Proficiency with personal computer usage, Microsoft Office products, email and Internet usage
- Ability to communicate professionally and effectively with businesses, general public, participants (individuals and groups), and internal staff
- Ability to quickly establish trust and build strong relationships
- Ability to interact with community leaders with a goal of increasing understanding of work-based learning activities
- Highly organized and self-motivated to work independently and manage schedules efficiently
- Knowledge of job search strategies (including coaching & career counseling)
- Must be able to travel as necessary in a 75-mile radius with employee-provided transportation.

Responsibilities

- Develop, support, and sustain work-based learning (WBL) partnerships by working directly with employers to ensure programs meet both business and workforce needs.
- Identify and develop job openings and WBL opportunities, including apprenticeships, on-the-job training, and work experience placements.
- Serve as a liaison between job seekers, employers, and case managers to ensure appropriate and successful placements.
- Communicate employment and WBL opportunities to appropriate internal staff and collaborate closely with staff to identify client placement needs.

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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- Coordinate regularly with the Business Services Coordinator regarding regional employment opportunities, employer engagement, and workforce events.
- Promote work-based learning opportunities by attending employer events and maintaining ongoing business relationships for future partnerships and placements.
- Conduct orientations for employers and participants, clearly explaining program expectations, roles, and responsibilities.
- Complete, manage, and communicate all required WBL contracts, agreements, paperwork, and reports in a timely and accurate manner.
- Maintain knowledge of program, grant, and agency policies and procedures and ensure compliance in daily activities.
- Ensure timely and accurate data entry and case documentation within internal data management systems.
- Provide ongoing follow-up and support to employers once a WBL opportunity is established to promote retention and program success.
- Provide employment coaching and counseling to participants, including interview preparation, résumé development, job search strategies, and job retention skills.
- Provide case management services to assigned participants, including maintaining up-to-date case files, completing required case notes, and authorizing and justifying support services.
- Maintain flexibility to support discretionary grant activities and other duties as assigned by the agency

Hybrid Work Expectations

This position follows a hybrid work model, combining both in-office and remote responsibilities. Employees are expected to maintain flexibility in their schedules to report to the office as needed for meetings, training, team collaboration, or other business priorities identified by their supervisor. The specific balance of in-office and remote work will be determined in collaboration with the supervisor and may be adjusted over time to meet evolving organizational needs.

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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