



Kalamazoo County Area Schools Employment Consortium

Employment Application

Openings as of 5/20/2015

Career Specialist

JobID: 2660

Position Type:

Professional Support Services/Case Manager

Closing Date:

05/25/2015

Date Posted:

5/19/2015

Location:

Michigan Works! 135 Hamblin Road, Battle Creek, MI

Division:

Youth Opportunities Unlimited (Y.O.U.)

Position Type:

Full-time, 12-Month

Hours:

8:00-5:00

Responsibilities:

Assist with the Trade ACT (TAA) program for Calhoun County. Maintain TAA files, and provide accurate reporting for all related programs. Facilitate workshops, training sessions, and online testing. Provide rapid response to employers that qualify for TAA benefits. Assist Y.O.U. Employment Services staff with greeting customers and providing guidance and direction on a state-based internet system utilized for resume development and job searching.

Qualifications:

Bachelors degree. Must have excellent customer service experience. Must be able to quickly learn and apply current Federal, State, and organization's policies, procedures, and regulations. Embraces and supports KRESA philosophies related to diversity, inclusiveness and anti-racism. Ability to interact effectively with individuals from a wide range of cultures. Ability to discuss cultural differences with colleagues and clients. Ability to assess ones own strengths and limitations or challenges and integrate this understanding into interpersonal interactions.

Preferred Skills:

Preference given to candidates with experience in employment and training programs. Ability to select and develop appropriate methods, skills and techniques attuned to people's cultural, multicultural or marginal experiences in their environments. Ability to effectively employ multicultural approaches in resolving problems.

Apply online at www.kresa.org

(<http://www.applitrack.com/kalamazoo/onlineapp/jobpostings/view.asp?district=1511&all=1>)

Kalamazoo RESA is an Equal Opportunity Employer/Program.

Auxiliary aids and services are available upon request to individuals.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.

FMLA regulations require all employers to post the [updated FMLA notice](#).

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