



# GROWING HOME

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## EMPLOYMENT TRAINING MANAGER JOB DESCRIPTION

### DESCRIPTION

The Employment Training Manager is responsible for overseeing the recruitment, intake, career development training, case management and job placement components of Growing Home's Employment Training programs to support the success of participants in meeting their employment and economic security goals. The Workforce Development Manager supervises a team of 2 staff at present (Employment Placement/Retention Specialist).

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### Program Management

- Supervise team of 2 Workforce Development employees
- Represent the organization at employer partner meetings and to the community through participation in site visits; membership in professional organizations; participation at relevant events and with collaborative organizations; and involvement in the communities that surround the service area.
- Find new employer partners and engage with existing partners.
- Daily supervision of programming of the Community Resource Center
- Coordinate the preparation, presentation, and evaluation of success of all Employment Training program curricula.
- Oversee data collection, and development of monthly reports.
- Monitor case management and job placement services to program participants and monitor overall progress toward goals
- Review and evaluate training and apprenticeship programs for compliance with government standards.

- Ensure successful collaboration of farm/employment training teams, transitional jobs, and unsubsidized employment goals.
- Work with Employment Training Director to establish policy and protocol in the area of workforce development.
- Work with Employment Training Director to develop new or modify existing workforce services to meet the needs of program participants, the agency's goals and principles, and the requirements of program funders. Modify or develop new programs, policies and protocols as needed.
- Ensure data quality through appropriate and timely record-keeping, data collection and reporting. Prepare for and oversee program audits.
- Utilize latest data and current trends within the workforce development field to inform the program development process. Attend appropriate external workshops and seminars and participate with internal planning processes.
- Support marketing and communications efforts through collaboration with Marketing.
- Develop and maintain relationships with other nonprofit organizations to support recruitment efforts to locate and coordinate support services for participants.
- Respond to and resolve participant complaints, concerns, and grievances when they cannot be resolved by other program staff.
- Coordinate Program Calendar
- Participant recruitment, intake, assessment, enrollment and referral partner relationships and referral processes
- Facilitate ET programming when necessary (staff absences)
- Other duties as assigned

**EDUCATION, EXPERIENCE & SKILLS:**

- Bachelor's degree in Adult and Continuing Education, Workforce Development, Social or Human Services, Human Resources or a related field.
- Experience with education program development and administration.
- Experience establishing programs in workforce development
- Familiarity with workforce preparation strategies, job search placement services, career and vocational education, adult learning principles, and multiple population groups.
- Demonstrate excellent written, oral, interpersonal and presentation skills

- Ability to perform routine duties and exercise good judgment in absence of direct supervision.
- Extensive experience in working with the public, preferably in a customer service environment.
- Computer skills including spreadsheets, databases, and word processing with use of Microsoft Office and Google Suite applications.

### **Physical Requirements**

While performing the duties of this job, the employee is frequently required to stand; walk and sit. The employee must occasionally lift and/or move up to 15 pounds. There will be local travel required and some evening and weekend work. Requires ability to climb stairs, prolonged sitting, some bending, stooping and stretching, requires eye-hand coordination and manual dexterity sufficient to operate office equipment. Requires normal range of hearing and eyesight to record, prepare and communicate appropriate reports. Primary work hours will be between 8:00 am and 4:00 pm with flexible schedule and work from home opportunities. For special events or at particularly busy times per year, the Workforce Development Manager will be required to work weekends or evening hours.

Growing Home Inc reserves the right to assign or reassign duties and responsibilities of this job at any time based on the needs of the organization.

Equal Opportunity Employer

*Growing Home is committed to creating a diverse work environment and is proud to be an equal opportunity employer. Growing Home does not discriminate on the basis of race, color, national origin, sex, gender identity, religion, sexual orientation, age, disability, parental status, veteran status, or any other protected status under applicable laws. We encourage individuals of all backgrounds to apply. If you are a qualified candidate with a disability, please email us at [jobs@growinghomeinc.org](mailto:jobs@growinghomeinc.org).*