Position	Resource Experts: TANF Placement & Retention	Job Classification	Business Development Associate

Duties:

1. Directly assist, individually and in groups, customers with multiple and complex barriers to obtaining employment, retaining employment, and career advancement.
2. Review customer history, assessment information, testing results, and work readiness indicators to identify appropriate paid, unpaid, and subsidized employment and work experience opportunities.
3. Develop and maintain knowledge of skill and education requirements, job responsibilities, work atmosphere, and other relevant information related to specific industries and occupations. LMI data, market driven occupations and industries.
4. Provide career guidance, job coaching, employment counseling and job retention services.
5. Conduct individual and group job search activities / workshops.
6. Provides linkages to community based training, wage subsidy programs, and other work experiences activities.
7. Identify and facilitate appropriate job search and post-employment referrals to education, training, skill building, work supports, and career advancement opportunities
8. Interface with businesses, employers, work sites, schools, workforce development contracts and community based organizations and TANF customers to facilitate access to services and effective service delivery.
9. Apply workforce development expertise in a variety of forums, such as staffing roundtables, and workgroups to respond customer needs.
10. By position may facilitate Job Club, Job Readiness Training, Job Fairs and other related workshops and work activities.
11. Develop and maintain ongoing relationships with Business Development Reps, Wage Subsidy Coordinators, Youth Programs Reps, TAG Navigators, VESL Consortium, to ensure availability of employment opportunities appropriate to the general skill and experience levels of DWD-TANF job seekers.
12. Maintain knowledge of, and as appropriate, determines eligibility for and co-enrollment in programs authorized under the Workforce Investment Act, TANF, the Wagner-Peyser Act, the Food Stamp Act, and other programs authorized under federal statute.
13. Facilitate program development and continuous improvement between DWD, contractors, businesses, and other workforce development partners.
14. Identify workforce development and job retention service gaps and develop resources to fill unmet needs.
15. Maintain and update workforce development and job employer database(s) and related paper and web-based materials regarding 1.) Employer and worksite information 2.) Capacity and referrals 3.) Performance and outcomes.
16. Work with Community Based Organizations to utilize placement and retention services such as mock interviewing, resume writing, and employer contacts.