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Western Illinois Works, fiscal agent for WIOA programs in Western Illinois, is seeking a Career and Employment Specialist.

This position is responsible for determining eligibility for WIOA programs, collecting documentation to support eligibility determination, completing applications, assessing the needs, experience, skills and current status of job seekers by conducting interviews, interest tests and assessments. In partnership with the customer determining a career path and specific activities to achieve the goals set forth in the employment plan. Tracking and reporting progress, case management, authorizing appropriate expenditures, and necessary activities resulting in employment and achievement of program performance measures.

Job requirements include: Bachelor's Degree, ability to pay attention to detail, good verbal and written communication skills, ability to work effectively without supervision, valid driver's license and reliable transportation, working knowledge of computers and other office equipment, basic knowledge of current computer software, and ability to navigate all aspects of social media as well as participate in virtual meetings.

Experience working with underserved populations, preferred.

Benefits include health insurance, dental insurance, life insurance, and 401K. Remote work option available.

Submit resumes to [wiwinc.hk@gmail.com](mailto:wiwinc.hk@gmail.com).

"Equal Opportunity Employer/Program"

"Auxiliary aids and services are available upon request to individuals with disabilities"