

Catawba Regional Council of Governments

POSITION DESCRIPTION

Workforce Development Specialist/VOS Coordinator

Position Responsibilities:

The main responsibility of the Workforce Development VOS Coordinator is to coordinate activities related to the Virtual One-Stop System activities for the Catawba Region in accordance with provisions of the Workforce Investment Act.

Responsibilities include:

- (1) Coordinate activities related to the Virtual One-Stop System to ensure that participant tracking and reporting are in compliance with State requirements.
- (2) Pull reports in VOS, review and evaluate the accuracy and timeliness of service providers meeting the Virtual One-Stop System reporting requirements; coordinate activities to affect the necessary changes.
- (3) Work closely with WIA service providers to minimize errors relative the participant data.
- (4) Provide technical assistance and training to WIA service providers/contractors relative to overall program implementation and reporting.
- (5) Conduct desktop monitoring of service providers and report deficiencies to the Program Administrator.
- (6) Assist with the monitoring activities conducted by the State of South Carolina and Federal Department of Labor.
- (7) Evaluate service provider progress and prepare reports of overall performance in relationship to local performance standards.
- (8) Attend meetings relative to WIA activities at both the local and State level.
- (9) Perform other duties as assigned by the Workforce Development Administrator.

Preferred Qualifications:

Bachelors Degree

3 to 5 years experience using Virtual One Stop (VOS) System

WIA certification experience (Adult, DW, TAA, & Youth)

WIA case management experience (Adult, DW, TAA, & Youth)

Strong verbal and written communications skills

Strong working knowledge of Microsoft Office Programs