

POSITION AVAILABLE: Career Employment Specialist

Western Illinois Works is seeking to hire a Career Employment Specialist to work in Knox, Warren and Henderson Counties. The person securing this position will complete applications and assess individuals applying for WIOA to determine eligibility and appropriate services, will also complete progress reports and support service forms. The focus will be on youth applicants. Experience in completing evaluation of individual skills and training needs preferred. Requirements include a bachelor's degree, a valid driver's license and reliable transportation. Must have good computer skills and good verbal and written communications skills. Beginning salary commensurate with experience. This position is solely grant funded. Resumes must be submitted by e-mail to lwa14@grics.net and received by the close of business September 26, 2022. Equal opportunity employer; auxiliary aids and services available **upon request** to individuals with disabilities