



**Rocky Mountain SER is looking for caring, nurturing, responsible, and loving individuals to work with our children!**

*Why choose Rocky Mountain SER?*

- *The opportunity to make a difference!*
- *Industry leading benefit package for employees!*
- *Training and continuous learning and development opportunities for staff!*
  - *Children Learn, Play, and Grow with us!*
- *Potential for tuition and credential financial assistance!*
  - *We provide **Education for the Future!***



We are seeking a **Field Representative** for our Workforce Program. This position is a regular **Full-Time, Year-Round** position located in **Delta, CO**. This position is eligible for benefits following the plan eligibility requirements; medical, dental, vision, and supplemental benefits, 401k, as well as a generous paid time off allowance.

**POSITION SUMMARY**

The Field Representative is responsible for providing employment and training information and guidance to residents and employers within a defined geographical area through a comprehensive multi-service program. This position conducts individual interviews to determine client eligibility for multiple programs and grants that are offered through Rocky Mountain SER. This position is responsible for maintaining client files, case management notes, and the overall services that clients receive from Rocky Mountain SER. The Field Representative represents Rocky Mountain SER by providing local agencies, vendors, and the general public with information on the services and programs being offered.

**DUTIES & RESPONSIBILITIES**

- Conducts Outreach and Recruitment of potential applicants for Workforce Programs including applicant outreach at local Farms, Ranches and any Agricultural related employers in the service area.
- Conducts the client interview and completes the client intake process, including

enrollment application, verifying program eligibility, and completing the Participant Self-Assessment and the Individual Employment Plan with the participant.

- Provides counseling in job search techniques, identifies client employment and educational goals, work experience and supportive service needs.
- Conducts individual counseling interviews with clients: identifies social, personal and behavioral problems that may interfere with successful job placement and retention.
- Determines the appropriate referrals to available job openings, refers non-eligible applicants to other service agencies.
- Evaluates client's information from various sources and interprets result to clients: outlines services needed to prepare clients for job placement, vocational training, On the Job Training and Work Experience.
- Establishes employer contacts acquainting employers with the problems and needs of potential employees that have economic and social barriers.
- Becomes thoroughly familiar with potential O.J. T. and direct placement vendors entry level skill requirements, job site locations, hours and shifts, advancement potential, company benefits and policies, working environment, employment procedures, etc.
- Maintains a caseload of O.J. T., Work Experience and Classroom Training participants. This includes client counseling, maintaining up-to-date client log notes, which should be dated and initialed after every entry, monitoring all contracts, and securing time sheets for submission on a timely basis. Completes Transactions for services to participants and submit in a timely manner to the Management Information System in the Denver Administration office.
- Under the direction of the Workforce Director coordinates program activities with other organizations and agencies to improve service delivery to individual clients.
- Assists in the development and dissemination of packets including brochures, leaflets, and procedures available for employment and training.
- Prepares detailed plan vs actual reports concerning training and supportive services when required.
- Attends local meetings with employers and or other agencies pertaining to delivering of RMSER employment and training services.
- May attend out of town or out of state overnight meetings or conferences to gain information on any changes in Workforce Programs and or in RMSER policies.

#### **SUPERVISORY RELATIONSHIPS**

- This position has no supervisory responsibilities.

#### **EDUCATION REQUIREMENTS**

- 32 semester hours in Sociology, Psychology, Human Services or a related field from an accredited college or university.
- One year (1) experience in working with people who have social/cultural, economic barriers as an employment counselor, in client assessment, job referral, and job placement.
- Minimum of a High school diploma or GED certificate.

## **SKILL AND EXPERIENCE REQUIREMENTS**

- Bi-lingual English/Spanish required.
- Ability to read and understand written materials and compose information in written form.
- Ability to understand and perform basic mathematical computations.
- Experience in working within a developed schedule and meeting assigned deadlines.
- Ability to apply problem-solving skills essential in developing solutions for unanticipated issues and challenges.
- Ability to maintain a professional and calm demeanor in an emergency and/or confrontational situation.
- Computer skills are helpful but not essential.
- Knowledge of principles and techniques of interviewing, counseling, assessment and job development.
- Knowledge of local labor market conditions.
- Knowledge on characteristics and factors that make up the elements of employment barriers.
- Ability to determine the employment goals and needs of clients and to develop employment opportunities.
- Must be able to provide own transportation to multiple locations for scheduled and unscheduled appointments. Bus service is not a timely option. If operating a vehicle you must have a valid driver's license and current State of Colorado mandated insurance on the vehicle.
- Ability to demonstrate responsible professional work behavior while working with other employees, parents, and contacts from outside organizations. Respects everyone's cultural diversity, ethnic background and personal work style.

Pay Range: \$13.00

Typical Schedule: Monday – Friday, 8:00 – 5:00pm

FLSA Status: Non-exempt

**To join our team, please send resume and cover letter to [resumes@rmser.org](mailto:resumes@rmser.org)**



RM SER is an Equal Opportunity Employer