# Job Posting

**District 1199C Training & Upgrading Fund**

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| **Job Title:** **Supervisor:**  | Employer LiaisonDirector of Employer & Career Services |

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| Type of Employment:Department:  | Regular Full Time |

 |  | Full-time (35 hours/wk)Employer & Career Services |
| **Position Summary:** This position is key to the Training Fund’s connection to District 1199C members and contributing employers. The focus of this position is twofold: 1) recruitment of District 1199C members to participate in Training Fund programs and support members in preparing for academic and personal success; 2) establish relationships with employers to develop onsite joint training programs and deepen employer engagement with the goal of establishing and expanding apprenticeship programs, OSHA training and other trainings that address employers’ workforce needs. The position is 80% at employer worksites and 20% at the Breslin Learning Center. The position requires a car, and evening, weekend and early morning hours on a regular basis. This position reports to the Director of Employer and Career Services. |


**Essential Functions and Responsibilities:**

**Provide onsite career counseling, education & training services to members employed at unionized employers and other healthcare and human services employers to include:**

Maintain onsite presence at Training Fund eligible employers as liaison

Educate members on full range of Training Fund benefits and services

Assist members with application and enrollment procedures to apply to Training Fund programs/services

Provide specialized assistance and information concerning healthcare careers

Assist students in assessing their current educational strengths and job skills in developing education and career plans

Provide students and staff with Labor Market information

Plan and conduct employment workshops when needed

Provide resume writing, interview preparation, and job retention skills and attitudes

Match job skills with applicant qualifications

**Responsible for all employer marketing and outreach activities to include:**

Developing strong relationships with hospitals, nursing homes, behavioral health providers, community health providers and other employers

Working with employer department heads and human resources on joint training opportunities to develop and implement onsite training as well as support member recruitment

Effectively marketing and representing District 1199C Training & Upgrading Fund

Act as a liaison between union members and employers

Refer qualified applicants for open positions and conducting necessary follow-up when applicants are placed in positions

Work with Training Fund staff to Identify jobs for candidates who have successfully completed training programs

Establish relationships with employers to develop onsite joint training programs and deepen employer engagement with the goal of implementing apprenticeship programs, OSHA training and other trainings that address employers’ workforce needs

**Conduct union member outreach activities to include:**

Manage onsite outreach and recruitment activities

Attend all union member meetings at employer sites

Regularly attend Delegate meetings

Closely coordinate with District 1199C officers and administrative organizers

**Collect and analyze data for reporting and evaluation purposes to include:**

Coordinate the collection of member “contacts” and utilization data for reporting purposes

Enter and collect data via the ETO or other data system for tracking member utilization to include training enrollment, completion and employment advancement and retention

Establish and track onsite new member orientation sessions

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| Provide weekly log of activities**Education and/or Experience:** |
| Bachelors’ degree and three years of union related experience.Experience with District 1199C union environment, workers and employers |
| **Technical Proficiencies:** Internet Explorer; Microsoft Excel; Microsoft Outlook; Microsoft Word and Windows Operating SystemKnowledge of ETO data systemExcellent organizational and time management skills, interpersonal communication and documentation skills |

**Application Deadline: March 5, 2019**

**Send resume and cover letter to: JKeller1199ctraining.org**