

Texas Job Order Print Document

Job Order: 14141865

Print Date: 8/20/2020 5:16:07 PM

Office: 276 WF Sol MRG Del Rio

LWDB: Middle Rio Grande WF Board

Employer Information:

Employer Name: MIDDLE RIO GRANDE DEVELOPMENT (Suppressed)

How to Apply: Via Email, In Person

Company Website: NA

Application Comments: **Must pick up employer application at nearest Workforce Solutions Office. Need to complete and return completed application to Bonnie Brown by email or drop off at local WF Solutions office and staff can scan the application to the Ms. Brown. In the Del Rio office, contact Mr. Jose Olivas at 830-306-4007 for referral and application. His email address is jose.olivas@mrgdc.org**

OPEN UNTIL FILLED

Location:

Main Address:

**Middle Rio Grande - Del Rio
1601 Veterans Blvd
Ste 1
Del Rio, TX 78840**

Mailing Address:

**1601 VETERANS BLVD
Ste 1
DEL RIO, TX 78840-3579**

Contact:

Contact: **BONNIE S. BROWN**

Title: **Human Resource Director**

Phone: **(830) 876-3533**
x1228 Fax:

Email: **bonnie.brown@mrgdc.org**

Job Details:

Occupational Code: **43411100 Interviewers, Except Eligibility and Loan**

Job Title: **Military Spouse Employment Specialist**

Industry Code: **921 - Executive, Legislative, and Other General Gov**

Number of Positions: **1**

Referrals: **50**

Earliest Date to Display: **7/22/2020**

Last Date Job Order Will Display: **8/21/2020**

Type of Job: **Regular**

Job Time Type: **Full Time (30 Hours or More)**

Duration: **Over 150 Days**

Special Job Category:

Job Duties and Skills:

Description:

The Military Spouse Employment Specialist (MSES) is responsible for providing employment services to meet the needs of military spouses entering the job market at military installations. The assistance will enhance the dislocated workers' employability and earnings, meet the increased demand for employment and training services, and result in quickly reemploying the identified workers. S/he will provide businesses with the skilled workforce they need and dislocated workers with new skills, credentials, and careers in which they can succeed. MSES will be responsible for outreach of targeted job seekers by maintaining the Military Workforce Solutions Facebook page to connect spouses with local employment, attend events at Laughlin Air Force base such as Red Carpet Events for new spouses coming to the base, Key Spouse Round Table, XL Spouses and Commanders call. This position ensures that all job seekers are assessed, counseled and/or coached as necessary to assure a successful job search and placement. The MSES reports directly to the Workforce Center Manager and works with the Texas Veterans Commission Rural Veterans (VCR) Career Advisor for outreach and veterans services.

EXAMPLES OF SPECIFIC WORK PERFORMED

- Provides enhanced job search assistance, assessment of skills, labor market information, resume writing and interview skills, and if funding is available, to support training targeted toward high-demand occupations identified by the Board and located on the eligible training provider system (ETPS).
- Meets with individual job seekers to counsel and guide them prior to referring them for placement.
- Receives all referrals of graduates from the job readiness classes or walk-in customers who are spouses to veterans referring each to an employer for placement.
- Works with Business Services and Intensive Services Unit managers to ensure that all job seekers in the system receive job readiness preparation and job coaching as they complete their training or are determined to be job ready.
- Ensures that job seekers receive the appropriate number of job readiness classes and job club activities at the center or an appropriate site.
- Takes job orders from Employers and follows up with Employers on status of order and hires and updates orders and notes and/or works with one-stop staff to insert a job order or job developed.
- Assists clients with registering in WorkInTexas.com and updating their information and resume.
- Works with Del Rio Chamber of Commerce and business groups, community based organizations, Veteran Service Organizations, Faith Based Organizations, businesses, workforce development organizations and other key stakeholders.
- Performs any other related duties as may be assigned by the Center Manager
- **GENERAL QUALIFICATION GUIDELINES**

Experience and Education:

High School Diploma or equivalent. Prefer college degree in Psychology/Counseling or related concentration; prefer a minimum of five (5) years work experience in the private sector. Will accept two years related work experience in lieu of direct experience or for each year of college credential.

Knowledge, Skills and Abilities:

Must be a self-starter and be able to communicate effectively with others in private and public sectors. Should be able to effectively communicate in both English and Spanish languages, with good writing skills required, and must be proficient in MS Word, PowerPoint and Excel, and be able to make effective oral and written presentations to teach job seekers to market themselves.

SPECIAL REQUIREMENTS

Will require in-region and out-of-region travel; may be required to attend workshops and training that will require overnight lodging and car pooling; must have current drivers license and proof of vehicle insurance for approved travel.

Special Software/Hardware Skills Needed: No

Special Skills: Should be able to effectively communicate in both English and Spanish languages, with good writing skills required, and must be proficient in MS Word, PowerPoint and Excel, and be able to make effective oral and written presentations to teach job seekers to market themselves.

Job Requirements:

Minimum Age:

Test Done By: **No test required**

Required Tests: **NA**

Hiring Requirements:

Hiring Requirements Other:

Education Level: **2 Years at College or a Technical or Vocational School**

Months of Experience: **24**

Requires a Drivers License: **Yes, Operator License** Near Public Transportation: **Yes**

Drivers License Certification: **Class C - Any single vehicle, or combination of vehicles, that does not meet the definition of Class A or Class B, but is either designed to transport 16 or more passengers, including the driver, or is placarded for hazardous materials.**

Drivers License Endorsements:

Compensation and Hours:

Minimum Salary: **15.00 Hour**

Maximum Salary:

Pay Comments: **Will discuss with applicant**

Supplemental Compensation: **No**

Hours per Week: **Hours Vary**

Actual Hours:

Shift: **Flexible**

Benefits:

Other Benefits: **No Benefits Listed**

Job Order Information to be Displayed Online:

Job Order Information Online: **Company Name is not displayed, One-stop staff screens applicants, Staff contacts individual about qualifications**

Job Application Information Needed:

Req Section

- Contact Information
- Employment History Allow individuals that have never had a job to apply (eg. College graduates)
- Education History
- Certifications
- Desired Job Type

Other Information:

Green Job: **No**

Subsidized by ARRA (Stimulus): **No**

Featured Job: **No**

In an Enterprise Zone: **No**

Federal Contractor: **No**

Court Ordered Affirmative Action: **No**

Job Order is for Veterans Only: **None Selected**

Staff Information:

Category: **Regular (Non Domestic)**

Job Developer Mandatory Listing: **NA**

Status: **Open and available**

Employer Status: **Open and available**

Reason: **NA**

Future Release From Hold:

Job Order Followup: **8/6/2020**