

Texas Job Order Print Document

Job Order: 14145096

Print Date: 8/20/2020 5:17:04 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: In Person, At the Nearest One-Stop

Company Website: NA

Application Comments: Please contact your local workforce Solutions office for a referral and instructions. Must apply with a MRGDC application. Application can be picked up at nearest workforce center or staff can email the application. Application must be filled out completely. Return to local center and application can be scanned and emailed to Ms. Bonnie Brown.

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 Brown

Title: Human Resource Director

Phone: (830) 876-3533
x1228

Fax: (830) 876-9415

Email: bonnie.brown@mrgdc.org

Job Details:

Occupational Code: 43406100 Eligibility Interviewers, Government Programs

Job Title: Temporary Employment Specialist

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

Number of Positions: 2

Referrals: 24

Earliest Date to Display: 7/25/2020

Last Date Job Order Will Display: 8/24/2020

Type of Job: Temporary

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

Duration: 4 - 150 Days

Special Job Category:

Job Duties and Skills:

Description:

The Employment Services II is responsible for the job readiness preparation of all job seekers. S/he performs assessment and prepares job seekers for job search before any referral is made to an employer. This positions ensures that all job seekers are assessed, counseled and/or coached as nessary to assure successful job search and placement. The Employment Services II reports directly to the Center Manager.

- Receives all referrals of graduates from the job readiness classes or walk-in customer to determine if they are ready for referral to the Business Services Unit for Placement
- Works with Business Services and Intersive Services managers to ensure that all job seekers in the system receive job readiness preparation and job coaching as they cmplete their training or are determined to be job ready.
- Ensures that job seekers receive the appropraite number of job readiness classes and job club activities at the center
- Meets with individual job seekers to council and guide them prior to referring them to the Business Services unit for placement
- Takes job orders employers and follows up the employers on status of order,hires and updates orders with notes

- Assists clients with registering in WorkIn Texas.com and updating their information and resume
- Does follow-up outreach on exited WIOA clients
- Performs any other related duties as may be required

Special Software/Hardware Skills Needed: **No**

Special Skills: **Must have computer knowledge of all MS Office applications such as MSWord, Excel, Powerpoint, etc**

Job Requirements:

Minimum Age:

Test Done By: **No test required**

Required Tests: **NA**

Hiring Requirements:

Hiring Requirements Other:

Education Level: **High School Diploma or Equivalent**

Months of Experience: **5**

Requires a Drivers License: **Yes, Operator License** Near Public Transportation: **No**

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:

Maximum Salary: **23781.00 Year**

Pay Comments: **Will discuss with applicant**

Supplemental Compensation: **No**

Hours per Week: **Hours Not Specified**

Actual Hours:

Shift: **Day**

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: **NA**

Job Developer Mandatory Listing: **NA**

Status: **Open and available**

Employer Status: **Open and available**

Reason: **NA**

Future Release From Hold:

Job Order Followup: **8/9/2020**