

WORKFORCE SPECIALIST

The BCD Council of Governments is seeking a Workforce Specialist to provide quality customer service, career counseling, job placement, core services, intensive services, and access to training services to participants of the SC Works Trident Career Center(s). Responsibilities include, but not limited to; Provide recruitment services in order to determine preliminary eligibility for the Workforce Investment Act Program, conduct in depth individual assessment of work readiness skills, strengths, aptitudes and any potential limitations/barriers to employment, comprehensive career counseling using Labor Market Information, meticulous case management, specialized training services and in demand occupational placement. Manage, validate and maintain case files. Ensure employers are provided with suitably trained individuals to meet their employment needs. Ensure compliance of federal, state and local policies and procedures.

Position requires a Bachelor's degree from a four year college with minimum of two years experience in related field or Associates degree with a minimum of three years experience or high school diploma with five years experience. We offer a comprehensive benefits package. Position opened until filled. Send resume to Personnel, BCD Council of Governments; 1362 McMillan Ave., Suite 100 North Charleston, SC 29405 or email to Robin Mitchum, Finance Manager at robinm@bcdcog.com.

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