



Position: Project Support Specialist (Program Assistant)
Reports to: Senior Manager, Program Services
Supervises: None

Background:

Founded in 1976, Towards Employment is a non-profit leader in providing innovative solutions to move people out of poverty and into quality jobs. Towards Employment has gained local and national recognition for achieving excellent outcomes through the hard work of its dedicated staff of 50+ and a \$4.9 million annual budget – and we are growing! Towards Employment offers a continuum of support to low-income individuals preparing to enter the workforce or looking to advance from low-wage employment while also fulfilling the staffing needs of local employers. For more information on the organization, please visit www.towardsemployment.org.

Job Summary

This position provides 50% administrative support to the Ohio Means Jobs (OMJ) funded (Reentry) New Employment Transition (NET) program - and 50% to the OMJ WIOA funded Wage Pathways programming connected to youth services such as the Young Adult Resource Center (YRC). NET is a program focused on providing career pathway services to individuals with criminal justice involvement. Wage Pathways is an incentive program tied to career pathways for young adults ages 18-24.

Responsibilities:

50% NET:

- Work with Reentry program staff at Towards Employment (TE) to audit hard case files on a regular basis ensuring that all required documentation is in the file, accurately completed and signed.
- Identify file deficiencies and relay to the program staff. Provide follow up to ensure files are brought into compliance.
- Work with Senior Manager Data Analytics on data input requirements for NET and OWCMS data reporting system.
- Enter eligible participants into the Ohio Workforce Case Management System (OWCMS) and maintain up-to-date case notes.
- Assist with employer contacts to verify employment in accordance with agency and funder requirements.

50% Wage Pathways

- Work with YRC staff connected with Wage Pathways programming and team to provide data entry administrative support, ensuring accuracy of input and data to meet contract requirements and report preparation. Identify any data deficiencies and relay to the Wage Pathway (YRC) program staff. Provide follow up to ensure data is corrected and in compliance.
- Review electronic case management system (Commence) records to ensure information is current and updated. Address deficiencies with staff, inform of needed input, update or corrections.



- Work with Senior Manager Data Analytics on data input requirements for the Wage Pathways and OWCMS data reporting system.
- Assist with monthly and quarterly reporting.

Legal Service Support (Under Reentry)

- Conducting county and municipal criminal history searches.
- Complete background, BMV and warrant checks for participants in programming.
- Provide information to legal and document in Commence and the hard case files.
- Opening and closing files in database.
- Scheduling appointments and meetings.

Overall:

- Work with Senior Manager of Program Services on reentry data projects, data clean-up and monthly reports
- Perform administrative functions as requested and required which includes coverage for front desk, greeting visitors and answering agency telephones

Qualifications:

- HS diploma or GED
- Strong organizational, time-management, and problem solving skills
- Ability to work independently and in teams, be flexible and dependable, and demonstrate initiative
- Must be creative, results-oriented, self-starting, assertive, outgoing, and willing to learn
- Must have proficiency with computers, including Microsoft Office, Internet, database, and email. Knowledge and experience with data base tracking systems (OWCMS as an example) a plus
- Strong attention to detail is required
- Good written and verbal communication skills
- Commitment to Towards Employment mission and values
- Reliable transportation required

EEO Statement

Towards Employment provides equal employment opportunity to employees and job applicants regardless of race, religion, color, sex, sexual orientation, national origin, age, disability, genetic information, veteran status, or any other characteristic protected by local, state or federal law.

If interested in applying, please forward your resume to sshorts@towardsemployment.org.