

## Eastern New Mexico University Ruidoso Branch Community College

**POSITION:** Career Development Specialist Supervisor,  
New Mexico Works/WIA

**LOCATION(s):** New Mexico Workforce Connection – Carlsbad and Artesia

**BASE SALARY:** Grade 6, Step 11- \$34,266

**DATE AVAILABLE:** November 16, 2009

### **Basic Function and Responsibility:**

The Career Development Specialist Supervisor is responsible for client support/services according to the contract with the Eastern Area Workforce Development Board.

### **Supervision Received:**

Supervision is received from the Director of Workforce Development and Adult Education.

### **Supervisory Responsibilities:**

Supervision is exercised over Career Development Specialists TANF/WIA.

### **Essential Functions and Responsibilities:**

- Assign caseloads to CDS to ensure that CDS initiate appropriate outreach to participants so that they may meet appropriate TANF timeframes and participant outcomes.
- Monitor that in-depth, comprehensive assessments for participants with multiple and complex barriers are being conducted by staff having the education and background in social work, counseling or psychology. All assessments must be conducted in a non-confrontational manner that highlights a family's strengths and resilient qualities in order to ensure that the assessment process is valid. It is necessary to identify strengths as well as barriers to gauge the effect barriers may have on the individual's ability to achieve employment and self-sufficiency.
- Monitor that in-depth, comprehensive assessments for all participants who are at 30 months or more in their TANF time limits are being conducted by staff having the education and background in social work, counseling or psychology.
- Monitor that CDS are tracking and timely reporting to ISD actual hours spent in work activities for 100% of TANF participants.
- Make recommendations for modifications to a participant's IRP in accordance with the HSD policy, assessment results, and CDS recommendations.
  - Meet with the local CDs and the ROMs as needed but not less than monthly to discuss individual cases in order to assess appropriate service and participant progress.
- Complete regular desk audits and case file reviews of each CDS workload to ensure accurate and appropriate case management.
- Provide training, mentoring, and guidance to CDS staff.
- Build partnerships with supportive service agencies.
- Review changes to the Scope of Work with the CDS under their supervision.
- Monitor WIA staff and review case files for accuracy and accountability.

**MINIMUM QUALIFICATIONS:****Education and/or Experience:**

The Career Development Specialist Supervisor must possess a minimum of two (2) years of experience in a human services related position. A Master of Arts degree in human services, sociology, psychology, social work, education, guidance and counseling, etc. is required. Must possess a valid New Mexico driver's license.

**Knowledge, Skills and Abilities:**

The employee is expected to establish good professional relationships with employers, clients, and culturally diverse adult populations; to function in a highly energetic environment and possess strong computer skills. Must possess the ability to work with clients in workplace skills, prepare clients for jobs, and develop job opportunities. Excellent oral and written communication, interpersonal, and organizational skills are required.

**Working Conditions:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, sit and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms, climb or balance and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Approved by Mike Elrod, President  
10/28/09**