



**TOTAL ACTION AGAINST POVERTY
JOB DESCRIPTION**

JOB TITLE: Assistant Director for Workforce Innovations

COMPONENT: TAP This Valley Works

SALARY: \$46,800/year (\$22.50/hr)

CLASSIFICATION: Exempt

DEFINITION AND PURPOSE:

To oversee all aspects of the Onramp Project and coordinate staff across TAP departments under the direction of the director of TAP This Valley Works to accomplish the goals of the Onramp Project, which all relate to improving the performance of the workforce system for families in poverty with multiple barriers to employment (the target population).

ORGANIZATIONAL RELATIONSHIPS:

Supervised by: SwiftStart Project Director

Supervises: Project funded staff

Coordinates with: Other TAP staff, WDB and One-Stop staff, Onramp partners, other workforce program partners, employer partners, workforce center services committee, supportive services council, business services groups, etc.

RESPONSIBILITIES:

- Maintain relationships with Onramp Project partners and facilitate activities across partner organizations to accomplish the goals of the Onramp Project.
- Coordinate supervision of TAP staff funded by the project.
- Designs and develops program ideas related to the Onramp Project and the needs of the target population.
- Initiates corrective actions as appropriate.
- Institute and oversee a cross-agency Coordinated Referral System that will ensure clients enter the system in a supportive manner and that they are able to formulate a plan appropriate to their needs. Referrals into the program will result in clients receiving meaningful support from intake through the achievement of their goals.
- Develop and implement a System Navigator Repository and System Navigation Academy that will support training system navigators from across the workforce,

education, and human service providers to assist the target population in accessing workforce programs and supports.

- Oversee and coordinate the work of multiple TAP positions, partially funded by the Onramp Project, related to system navigation, employment relations, and career mentoring across the employment services, offender services, veteran's services financial services and domestic violence services components.
- Oversee the coordinated referral process and provide system navigation services to participants that are not served by one of the other partner programs.
- Support the work of the workforce center services committee (policy level innovations) and the supportive services council (service level innovations).
- Support the activities of the workforce center manager and other workforce staff as they relate to improving workforce system performance measurement as it relates to the employment and self-sufficiency outcomes of the target population.
- Facilitates regular staff and partner meetings to address the needs of the population and the institution of system improvements to address those needs.
- Ensures participants reach a level of self-sufficiency.
- Represents TAP and This Valley Works in project meetings.
- Completes mandatory reports required by funding source, Project Director, and Director for This Valley Works.
- Participates in special events of the agency(ies).
- Performs other duties as assigned and required.

TRAINING, EDUCATION AND EXPERIENCE:

- Any combination of education and experience equivalent to a master's degree in social work, counseling, public administration, education or a related field.
- Experience working with low-income populations
- Experience working in a collaborative multi-agency partnership environment
- Experience with adult education and human services
- Familiarity with Workforce Innovation and Opportunity Act (WIOA) systems
- Enthusiastic and able to motivate partners and participants.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of current, social, economic, legal and health problems related to the low-income community.
- Thorough knowledge of current trends and factors affecting educational attainment.
- Thorough knowledge of training needs and of resources for the development of work and life skills.
- Knowledgeable of local resources and service linkages.
- Ability to establish, implement, and maintain effective working relationships with other agencies, business and the general public.
- Ability to plan and supervise the work of partners and staff.
- Effective oral and written communication skills.
- Ability to supervise the preparation of complex statistical and financial reports.
- Must be able to relate to person of varying socio-economic backgrounds.

- Must have functional knowledge and experience in the use of computers for correspondence, compilation of reports, and management of budgets.
- Ability to supervise the preparation of complex statistical and financial reports.

SPECIAL REQUIREMENTS:

- Must pass drug screening. Some positions require positive complete background screening including: health, criminal, sex offender and child protective services.
- Must have experience in supervision and administration of related programs.
- Must have a Valid Virginia Operator’s License and reliable transportation.
- Must be flexible in daily scheduling.
- Must be willing to do overnight travel.
- This position requires the individual to be in the field and must have contact with the office staff and supervisor therefore an agency issued cell phone is necessary.
- Physical activity of this position – stooping, reaching, lifting, use of fingers for – picking, pinching and typing; grasping, feeling, talking, hearing.
- Physical requirements of this position – sedentary work; exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently.
- Visual acuity requirements – close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.

This description provides information regarding the essential functions of the designated job, and general nature and level of work associated with the job. It should not be interpreted to describe all the duties that may be required of such employees or be used to limit the nature and extent of assignments such an individual may be given.

Every TAP employee shares in TAP’s responsibility to “Mobilize Community Resources” in support of TAP’s anti-poverty efforts.

TAP hires only U.S. Citizens and lawfully authorized aliens.

Affirmative Action/Equal Opportunity Employer/Drug Free Workplace
Bilinguals Encouraged to Apply

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Revised: 5/10/18