

THE COORDINATING & DEVELOPMENT CORPORATION
Division of Workforce Development

Annual Salary: \$38,000
Department: Division of Workforce Development
Job Type: Open and Competitive
Full/Part-Time: Full-Time
Benefits: Full Benefits
Reg/Temp: Regular

TITLE: Eligibility Coordinator - (Central/Youth)

Under the guidance of the Program Manager, the **Central Eligibility Coordinator** position is responsible for determining participant eligibility, ensuring all documentation is provided in an organized fashion, and enrolling participants into the WIOA (Workforce Innovation and Opportunity Act) Adult and Dislocated Worker program for participants in the America's Job Center of (AJC) Network (referred to as career centers) located throughout Region 7. This position provides intake, coaching to customers on program requirements, eligibility, and application assistance. The position will focus on the designated program, as well as other assigned special projects or programs.

Under the guidance of the Program Manager, the **Youth Eligibility Coordinator** implements the WIOA Program for youth in Region 7. Workforce Innovation & Opportunity Act (WIOA) - WIOA is designed to help In School (IS) and Out of School (OS) Youth access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need. It is intended to provide a rich array of age-appropriate services that target youth ages 14-24 that face multiple barriers to successful education and employment. The program serves students currently enrolled in school and youth who are not engaged in education and are interested in furthering their education and preparing for the workforce.

GENERAL DUTIES:

- Operating within Federal, State, and Local Policy and Procedures under the Workforce Innovation and Opportunity Act (WIOA), as determined by the Department of Labor (DOL), the Louisiana Workforce Commission (LWC), Seventh Planning District Consortium Workfare Development Board (LWDB 70), and The Coordinating & Development Corporation (CDC).
- Interpret and explain information such as eligibility requirements and application details
- Determine program eligibility and accurately complete required documentation for enrollment.
- Keep records of assigned cases and prepare required reports.
- Promote WIOA programs through targeted outreach to all parishes.
- Understand and accurately present WIOA eligibility requirements to diverse audiences
- Collect all necessary eligibility documents.
- Provide an extensive assessment of each participant.
- Track and report all inquiries and pre-applications, referral sources, participant barriers, and desired trainings/services.
- Compile, record, and evaluate personal and financial data to verify completeness and accuracy, and to determine eligibility status.

- Support off-site events and affiliate/specialized locations.
- Assign eligible cases to the correct LWDA 70 staff member.
- Work in partnership with the Business Services team to conduct eligibility for training initiatives.
- Work with partners to conduct eligibility for dual and co-enrollments.
- This position description generally describes the principal functions of the position, the level of knowledge and skills typically required and the general scope of responsibility. It is not intended as a complete list of specific duties and responsibilities and should not be considered an all-inclusive listing of work requirements. Individuals will perform other duties as assigned

NECESSARY KNOWLEDGE, SKILLS, and ABILITIES:

- The ability to read, comprehend, and implement technical legal documents.
- Maintain a knowledge of principles and processes required for providing career and training services to participants. This includes customer needs assessments
- Knowledge of local area employers, community services, and the ability to refer participants to them.
- Dependable – Consistent and reliable presence at work.
- Personality – Must demonstrate the ability to connect with people; have the ability to motivate and encourage people with respect and dignity.
- Speaking – Effectively and professionally communicate with other people to convey information.
- Active Listening – Giving full attention to what other people are saying, taking time to understand the points made, asking questions as appropriate.
- Service Orientation - Actively looking for ways to help people.
- Writing Communication - Effective in business writing.
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Management of Participants - Motivating, developing, and directing people.
- Active Learning – Ability to understand new information.
- Demonstrated knowledge and skills of basic computer competencies such as emailing, calendaring, entry-level data entry and familiarity with Microsoft Office products
- Must have notable experience in team-oriented environment
- Knowledge and understanding of the Workforce Innovation and Opportunity Act

REQUIRED TRAINING AND EXPERIENCE:

- Associates degree preferred; however, years of similar work experience will be taken into consideration.

SALARY INFORMATION:

- Salary may be negotiable within the salary band range, based on position requirements and successful candidate's qualifications, subject to appropriate authorization.

To apply for this vacancy, submit your resume to jmoore@cdconline.org, which can be used for this vacancy as well as future job opportunities. Applicants are responsible for checking the status of their application to determine where they are in the recruitment process.

The Coordinating & Development Corporation expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of The Coordinating & Development Corporation's employees to perform their job duties may result in discipline up to and including discharge.