



POST DATE 11/28/18 – 12/12/18

## **JOB OPENING**

Area Community Services Employment & Training Council (ACSET)

### **TALENT DEVELOPMENT INSTRUCTOR**

**Allegan/Barry Counties**

Applications with resumes and cover letters will be accepted through Wednesday, December 12, 2018, for the position of Talent Development Instructor. This full-time position is in compensation Pay Range F that pays from \$38,226 to \$53,559 annually, plus fringe benefits. Starting salary is commensurate with qualifications and experience. This position requires travel between Allegan and Barry counties.

Candidates for this position **MUST COMPLETE AN APPLICATION.**

Applications are available online at: <http://www.westmiworks.org/join-the-wmw-team/>

Or you may obtain an application at the ACSET Main Office:  
Area Community Services Employment and Training Council (ACSET)  
Human Resource Department  
1550 Leonard NE  
Grand Rapids, MI 49505

**Applications with resumes, cover letters and EEO forms should be submitted to:**

Laura Krist  
recruiting@westmiworks.org  
1550 Leonard NE  
Grand Rapids, MI 49505

**Application packets must be received no later than  
5:00pm on Wednesday, December 12, 2018.**

**ACSET OVERVIEW:** ACSET is the administrative and fiscal agent for the Michigan Works! Agency of Allegan, Barry, Ionia, Kent, Montcalm, Muskegon and Ottawa Counties. West Michigan Works! mission is to lead workforce development strategy and resource alignment in West Michigan by understanding the talent needs of employers and employment needs of job seekers and connecting them to solutions.

#### **JOB SUMMARY:**

The Talent Development Instructor provides instruction to participants in Michigan Works! programs. This position provides a learning environment that will enable each participant to develop employability and job search skills. Provides instruction across all Michigan Works! programs on a variety of topics which may include basic education, GED instruction, ESL, workshops and job search curriculum. Responsibilities are carried out according to established procedures with latitude for initiative and independent judgement.

*West Michigan Works! is a division of ACSET, an equal opportunity employer/program, and a proud partner of the American Job Center network. Auxiliary aids and services are available upon request to individuals with disabilities. TTY 711 supported.*

**DUTIES & RESPONSIBILITIES:**

1. Conduct group orientations and group career counseling.
2. Provide job seeking skills, job retention skills, life skills, and basic education in math, reading, writing, GED preparation and ESL instruction.
3. Organize and analyze information about individuals through records, tests, interviews and professional sources to assess their interests, aptitudes, abilities, and personality characteristics and to refer jobseekers to appropriate workshops or paid trainings to upgrade their existing skills.
4. Instruct participants individually and in groups, using various teaching methods, such as lectures, discussions, and demonstrations.
5. Develop and recommend a curriculum and materials to be used in classroom. Monitor student progress and customize lesson plans according to individual needs and testing.
6. Develop and facilitate workshops for employers and job seekers/participants on topics such as interviewing, job search techniques, job retention, life skills, and career planning skills.
7. Confer with Career Coaches and Talent Developers to discuss participant's progress and determine priorities for participant resource needs.
8. Monitor and report participant's participation, compliance, and scheduling to meet program requirements.
9. Evaluate participants support service needs to enhance employability and coordinate with Career Coaches to assure their needs are met.
10. Document relevant participant information into various data management systems.
11. Attend professional development activities, trainings, and seminars.
12. Actively participate in continuous quality improvement processes.
13. Perform other duties as assigned.

**JOB QUALIFICATIONS:**

1. The job requires knowledge normally acquired through a Bachelor's Degree with Teaching Certificate preferred.
2. Two to four years' experience in workforce development, or an equivalent combination of training and experience preferred.
3. Knowledge of information technology, Microsoft Office Suite, and telecommunication hardware.

4. Proficient in typing, word processing, and use of the internet.
5. Ability to effectively interact and teach participants at various educational levels.
6. Interpersonal skills necessary to effectively communicate in both oral and written form with prior experience in public speaking.
7. Communication and organizational skills that contribute to a quality work environment and the ability to work as a team.
8. Planning and time management skills with the ability to adapt to changing priorities.
9. Considerable ability to establish and maintain effective working relationships with supervisors, fellow employees, state and local agencies, and the general public.
10. Ability to organize, prioritize, and maintain confidentiality while providing patient, friendly, and participant centered services.
11. Knowledge of proper phone etiquette.
12. Physical ability to sit in one position for extended periods of time.
13. Knowledge of relevant human service programs and policies, resources and procedures.
14. Ability to speak a language other than English is desirable.

**WORKING CONDITIONS:**

1. Normal office environment with little discomfort due to noise, dirt, dust and the like.
2. Local or statewide travel may occasionally be required.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.