



Job Posting Employment Specialist

The Lorain County Commissioners are accepting applications for the position of Employment Specialist within the Lorain County Workforce Development Agency.

Position Summary:

The successful candidate will provide comprehensive job search services to Adults and Dislocated Workers accessing the OhioMeansJobs Lorain County (OMJLC) center, including assisting job seekers in developing an Employment Plan through the provision of career guidance, assessments, labor market and local employment data and other resources. The Employment Specialist assists in the determination of and documentation of WIOA eligibility, performs proactive case management and individual career services for those encountering barriers to employment.

The successful candidate will be responsible for reviewing and verifying that job seeker resumes meet OMJLC standards, will assist with presenting orientations and various workshops. The individual will also manage job orders, assist with identification and recruitment of qualified candidates locally and regionally by querying multiple candidate pools, in addition to conducting candidate recruitments, job fairs and other hiring activities on behalf of employers. The individual will also assist with proctoring the ACT WorkKeys assessment that is used by OMJLC as part of the Work Ready Lorain County initiative.

Qualifications Required:

A Bachelor's degree in social work, education or related field is preferred, or the equivalent combination of post-secondary education and related experience. Knowledge of federally funded programs, such as but not limited to the Workforce Innovation and Opportunity Act is preferred. Excellent computer, oral and written skills (including public speaking) required.

Candidates must possess a valid Ohio vehicle operator's license and maintain continuing eligibility for insurance coverage in order to apply for this position.

How to Apply:

Submission of the County Employment Application is required. Applications will be accepted electronically by submission to Human Resources, hr@loraincounty.us or by mail or hand delivery to Lorain County Administration Building, 226 Middle Avenue, Elyria, OH 44035.

Lorain County is an Equal Opportunity Employer and will make reasonable accommodations for qualified applicants with disabilities.