



## **ABOUT OREGON HUMAN DEVELOPMENT CORPORATION & MISSION**

Oregon Human Development Corporation (OHDC) is a non-for-profit human service organization that has been providing services for farmworkers and disadvantaged individuals throughout Oregon continuously since 1979. The services include support, referral, advocacy, resources, assistance and education. These programs are funded through a variety of contracts with federal, state, local, and private funding sources.

Promoting economic advancement and self-sufficiency of farmworkers and underserved communities.

## **WORKFORCE CONSULTANT POSITION OVERVIEW**

The Workforce Consultant will share the overall responsibility for the operation and performance with their colleague in the Woodburn office. The Workforce Consultants serve as farmworker advocates and as the OHDC ambassador in the communities, we serve. This position will co-implement the area's employment and training program for migrant and seasonal farmworkers under the National Farmworker Jobs Program Director's direct supervision. This position will be responsible for providing case management, job development services, developing and or conducting job preparation classes, career exploration, soft skills, language development using Rosetta Stone, actively marketing our programs/services to potential community partners and employers, networking in farmworker communities, developing and maintaining partnerships with community agencies and employers. Provides monthly follow-up and retention services and maintains participant's files by applicable guidelines. This position requires travel within their respective regions as well as some overnight travel.

## **ESSENTIAL FUNCTIONS**

- Responsible for meeting the areas farmworker employment and training program's goals and objectives by the performance standards agreed upon by the U.S. Department of Labor and Oregon Human Development Corporation within the allocated budget.
- Develop and maintain contact with workforce investment partners, employers, employer organizations, and social service agencies to secure information on possible job opportunities, develop a customer referral network, explore customized training opportunities, and assure OHDC's involvement is the areas One-stop system.
- Responsible for co-developing and or co-conducting job preparation classes, career exploration, soft skills, basic education classes in math, measurements, computer literacy, customer service, conflict resolution, and language development using Rosetta Stone. Job Readiness/Skills Upgrading courses to include some or all of the following: teach classes; coordinate with the area community college; maintain records of attendance, student competencies, and progress; and participate in ongoing curriculum development. May also facilitate or coordinate a job club model for clients.
- Jointly responsible for ensuring adequate outreach is being conducted in the community to recruit applicants for the program by distributing outreach materials, directly contacting targeted community members, arranging for and making presentations to market our program to both private and public sector audiences, networking with appropriate community organizations, and utilizing the broadcast and print media. Jointly responsible for documenting employer contacts in the local database and ensuring that enough outreach is being conducted to meet program expectations.

- Develop joint Individual Employment Plans for each participant on the caseload and outlining training and employment/career goals. Ensure all active client files are up to date and in accordance with audit standards. Provide case plan coordination to identify employment barriers, identify type and duration of training, ongoing vocational/educational assessment and career planning, referrals and support services, periodic evaluation of planned goals, and case records to document participants' accomplishments.
- Co-develop classroom training and work experience opportunities for participants. Work closely with participants and training institutions to periodically monitor progress; complete participant contracts, attendance records, progress reports, case notes, and other necessary paperwork.
- Secure employment and/or On the Job Training (OJT) training opportunities for participants. Work closely with employers and participants to ensure a successful match; periodically visit the site to monitor progress; complete contracts, invoices, progress reports, case notes, terminations, follow-ups, and other necessary paperwork.
- Provide Follow-up/post-placement services for participants to ensure retention and career advancement as needed but no less than quarterly.
- Initiate or review all-new intake packets locally before submission to the Central office. Responsible for complete, accurate, and timely submission of all required program, MIS, and fiscal documentation for the program.
- Use appropriate technology tools to accomplish job functions; understands and utilizes available technology as customer service, communication and data gathering tools.
- Coordinate with local, regional, and Central OHDC staff to enhance effective program service delivery. Attend staff meetings and staff training activities. Be proactive in their personal/professional development.
- Other related duties and responsibilities as assigned.

#### QUALIFICATIONS

- 2 year experience in job/business development, employment training, and counseling, interviewing or related work.  
OR: A combination of academic education, professional training or work experience, which demonstrates the ability to perform the duties of the position
- Bilingual (Spanish/English), knowledge of Bi-cultural/Bi-racial factors
- Valid Driver's license and current insurance  
Driver's record printout required

#### PREFERRED QUALIFICATIONS

- Associate degree in a related field
- Three years prior work experience job/business development, employment training, and counseling, interviewing or related work

**Additional Information**

Supervisor: NFJP, Program Director

Pay Range: DOE

Paid sick leave, vacation benefits, and health benefits

Location: Woodburn, Oregon

**OHDC is an equal opportunity employer** and does not discriminate on the basis of race, religion, color, sex, or sexual orientation, gender, identity, physical or mental disability, nationality origin, Veteran status, or any other category protected by state or federal law.

**How to apply**

Candidates must submit a cover letter and resume to:

Silvia Munoz Lozano – NFJP Director

[Silvia.munoz@ohdc.org](mailto:Silvia.munoz@ohdc.org)

Application Deadline: Open until filled