



# CENTRAL VALLEY OPPORTUNITY CENTER

## JOB DESCRIPTION

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JOB DESCRIPTION:	Workforce Services Representative
SUPERVISED BY:	WIOA Case Manager
LOCATION:	Modesto
SALARY:	\$17.00 – \$19.00 HR, DOE. Full Time, Benefits & 401k
DATE POSTED:	January 20, 2023
APPLICATION DEADLINE:	February 3, 2023, 5:00 PM

### POSITION SUMMARY:

Responsible for providing programmatic support to WIOA case manager & WIOA Job Developer such as presentations, recruitment, eligibility, file preparation, documentation, scheduling, and filing.

### EXAMPLES OF DUTIES

1. Conducts initial interviews with applicants seeking services.
2. Responsible for obtaining all required eligibility documentation from applicant and other sources as necessary.
3. Prepares applicant file, maintains and insures that client records/documents are current and accurate.
4. May administer applicant testing and other assessment procedures.
5. Responsible for data entry of client information.
6. Maintains and insures that client records are current and accurate.
7. Maintains extensive contact with social service providers to facilitate appropriate referrals as necessary.
8. Assist with client outreach and recruitment.
9. Other duties as assigned.

### REQUIREMENTS

1. One year clerical experience or clerical education, preferably in a social service or workforce agency. A combination of relevant work experience and education will be considered.
2. Ability to read and understand program regulations.
3. Excellent communicative skills (written and verbal).
4. Bilingual English/Spanish.
5. Computer Literacy.
6. Valid California Driver's license and minimum personal automobile liability insurance. Auto insurance policy must allow work-related driving.

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A completed CVOC application packet as well as a resume must be received to be considered for employment with CVOC. See [www.cvoc.org](http://www.cvoc.org) for application packet.

*It is helpful to include your email address on your resume.*

EOE/At Will Employer