JOE BULLETIN

From: Savannah Drake-Felton, HR Generalist I
Date: December 1, 2022

Skills Development Manager

Work site: Appleton, WI
Start Date: as soon as possible
Starting Pay: $16.91 - $18.43 per hour, depending on experience
Status: Full-time, 37.5 hours per week. Flexible schedule
Benefits: Paid time off, holidays, 401K, life insurance, access to health, dental, vision and disability insurance.

Duties: Identify, recruit, screen, interview and enroll participants in skills enhancement, employment, and training programs. Develop mutually acceptable family development plans addressing employment, education, training, and emotional development. Maintain complete and accurate files, monitoring goals and progress.

Minimum Qualifications:
- B.A. or B.S. in Human Services, Social Work, or related field with two years of related experience in job training, educational advising, or case management services;
- OR Associate’s degree in related field with at least three years of related experience;
- OR high school diploma and four years related work experience.
- Certification as a family development specialist desirable.

Deadline to submit resume and cover letter: 5pm, Wednesday December 21st, 2022

Candidates will be required to show proof of being fully vaccinated against COVID-19, as defined by the CDC, upon commencing employment. Reasonable accommodations will be considered on a case-by-case basis for exemptions to this requirement in accordance with applicable law.

CAP Services is an Equal Opportunity Employer