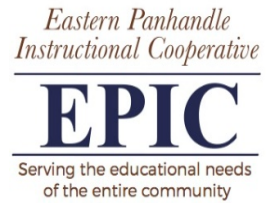


Notice of Job Vacancy #21-140



Posting Date: May 28, 2021

Position: Part-time WV Works Assessment Specialist

Location: This position is housed in our Berkeley County SPOKES office but serves Berkeley, Hampshire, Jefferson, Mineral and Morgan counties

Employment Term: This part time, temporary position is “as needed” based on grant funding for Fiscal Year 2022. No guaranteed amount of work activity during the year is promised. Selected person shall be on call to supplement the regularly scheduled WV Works Assessment Specialist. The SPOKES program runs year-round.

Salary: \$20.00 per hour

Education and Experience:

1. Minimum BS/BA degree from an accredited institution
2. Experience in assessing and counseling adult clients/students, particularly at-risk populations.

Qualifications:

1. Understanding of diverse academic, socioeconomic, cultural and ethnic backgrounds.
2. Knowledge of the characteristics of adult learners.
3. Ability to work with adults with special learning needs/disabilities.
4. Strong interpersonal/human relationship skills.
5. Effective oral/written communication skills.
6. Ability to work cooperatively with adult educators, the local Department of Health and Human Resources, and other agencies and organizations.
7. Excellent organizational skills with the ability to work within established timelines.
8. Self-motivated; Ability to work independently with little supervision.
9. WV Works Assessment Specialist pre-service training required.

Job Description/Responsibilities:

1. Coordinate with the WV Works office of the West Virginia Department of Health and Human Resources at the state, region, and local level, all activities relating to the assessment of WV Works clientele.
2. Schedule testing dates, times, and locations within assigned area.
3. Administer the prescribed test in accordance with the proper testing procedures as outlined by the test developer, including but not limited to the Tests for Adult Basic Education (TABE) and WorkKeys® assessments.
4. Properly score the prescribed test in a manner as outlined by the test developer.
5. Administer and score the “Learning Needs Screening” and Emotional Health Inventory (EHI).
6. Provide proper referrals and recommendations with regards to the outcome of the “Learning Needs Screening” and Emotional Health Inventory (EHI).
7. Provide copies of test outcomes and “Learning Needs Screening” and Emotional Health Inventory (EHI) to local DHHR workers in a timely manner.
8. Provide monthly and quarterly reports of assessment outcomes to regional and state staff members of adult education programs.
9. Participate in meetings with other assessment specialists and respective state staff.
10. Participation in professional development and staff meetings required, including possible overnight travel.

Reports To: EPIC Adult Education Director and EPIC Administrator

Conditions of Employment: Recommended by the EPIC Administrator; Confirmed by the EPIC Advisory Council; Approved by WV State Board of Education

Start Date: To be determined, pending approval process.

Application Process for Current Employees: If your application, resume or reference information has changed since you were hired, please submit updated information along with a letter of application to be considered. If nothing has changed, a letter of application should be sent via email, mail or fax to Shannon Johnson, Human Resources Director. Current employees may also apply via Search Soft (see below.)

Application Process for New Candidates: You may submit your application one of the following ways:

1. **Online application can be made via Search Soft using the link below:**

https://ats1.searchsoft.net/ats/app_login?COMPANY_ID=00012808

If you cannot see this job once you log into Search Soft, check your location tab and ensure you have selected the Eastern Panhandle Instructional Cooperative as one of your location choices.

Hard copy EPIC application can be found at www.epicresa8.org

(Click on the "We are Hiring!" Link on the main page – application can be found in the upper right-hand corner.)

2. Submit hard copy applications and cover letter to:

Eastern Panhandle Instructional Cooperative

109 South College Street

Martinsburg, WV 25401

Attention: Shannon Johnson, Human Resources Director

3. A copy of the EPIC application with cover letter may be submitted electronically to

sdjohnson@wvesc.org

4. A copy of the EPIC application and cover letter may be FAXED to 304-267-3599 Attention: Shannon Johnson.

Applications will be accepted for consideration through **June 10, 2021** or until the position is filled.

The Eastern Panhandle Instructional Cooperative is an Equal Opportunity Employer.