



EMPLOYMENT ANNOUNCEMENT

Permanent Part-Time Position Food Supplement Employment & Training (FSET) Coordinator

Opening Date: September 30, 2017

Closing Date: October 20, 2017

Summary:

The Tri-County Council for Southern Maryland (TCCSMD) is seeking an individual to assist with the day to day administration and coordination of the Food Supplement Employment & Training (FSET) Program under a contract from the Calvert County Department of Social Services (DSS). The purpose of the program is to help FSET customers gain skills, training, work, or experience that will increase self-sufficiency, lead to employment, and reduce their reliance on food stamp benefits.

The FSET Coordinator is tasked with making and maintaining contact with all FSET customers referred by DSS, and will deliver an employment readiness, placement and retention program. Program components include job readiness, education programs, vocational training, work experience, job retention, and/or self-employment training, depending upon the individual customer's needs and the County's priorities. All activities are tracked in a management information system.

Knowledge, Skills, Abilities: The ideal candidate must have knowledge of One Stop services, partners, programs, and career planning resources; excellent customer service and communication skills, both verbal and written; strong computer skills, including data entry and Microsoft Office proficiency; attention to detail, and strong time management and organizational skills.

Qualifications: Must have Bachelor's degree in social work, psychology or related human services field. Work experience on a year-for-year basis may be substituted for required post-secondary education.

Conditions of employment: the position is based at Calvert County Department of Social Services in Prince Frederick. Work week consists of 17.5 hours. Daily access to a vehicle, clean driving record, clean background required.

Additional information on this posting can be found at <https://mwejobs.maryland.gov/> Job Order #739697

Hourly salary range based on education and experience - \$26.06/hr. to \$27.03/hr. Excellent benefits.

TO APPLY:

Send cover letter, resume, and three references to info@tccsmd.org

The Tri-County Council for Southern Maryland is an Equal Opportunity Employer