



## EMPLOYMENT ANNOUNCEMENT

### **Permanent Full-Time Position Temporary Assistance for Needy Families (TANF) Coordinator**

**Opening Date: October 25, 2017**

**Closing Date: November 10, 2017**

#### **Summary:**

The Tri-County Council for Southern Maryland (TCCSMD) is seeking an individual to deliver a program including job readiness, job placement, and job retention services to Temporary Assistance for Needy Families (TANF) customers for the Calvert County Department of Social Services (CCDSS). The job site will be at CCDSS in Prince Frederick, Maryland. This individual will work with customers to assist them in becoming job ready and employed. This will include working with customers one-on-one, in a training lab environment, and out in the community. This person will be charged with providing customers opportunities to obtain valuable work experience that will lead to full time employment and a career. The individual in this position will work with all partners to obtain and share resources that will assist in removing barriers customers have in obtaining a career, and will work to meet team goals including enrollment, job placement, job placement at \$10.00 an hour or more, and retention.

#### **Essential Duties and Responsibilities:**

- Facilitate the internal job readiness process, the job retention process, the job development process, the job placement process, the paid internship process, the Non-Custodial Parent Employment Program, and the Foster Care Summer Youth Employment Program.
- Work with customers to assist them in becoming job ready and employed
- Build valuable partnerships with the Chamber of Commerce and the business community and the following partners: Workforce Development, Board of Education, College of Southern Maryland, Department of Rehabilitative Services, and other organizations that can provide services to TANF customers.

**Qualifications:** Must have Bachelor's degree in career development, counseling, psychology or a related human services field. Work experience on a year-for-year basis may be substituted for required post-secondary education. Must have direct experience working with individuals to obtain the education, training and confidence to obtain a career. Must have direct experience establishing new employer relationships and maintaining pre-existing relationships with employers to secure valid and unsubsidized employment opportunities for customers, as well as experience effectively matching customers with unsubsidized employment.

**Conditions of employment:** The position is based at Calvert County Department of Social Services in Prince Frederick, Maryland, and reports to the Director of Regional Workforce and Business Development at the Tri-County Council for Southern Maryland. Work week consists of 35 hours. Daily access to a vehicle, clean driving record, clean background required.

**Starting salary range based on education and experience - \$47,425 - \$49,203. Excellent benefits. For more information go to [mwejobs.maryland.gov](http://mwejobs.maryland.gov) and see Job Order #757562.**

**TO APPLY:**

**Send cover letter, resume, and three references to [info@tccsmd.org](mailto:info@tccsmd.org)**

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