

Gulf Coast Trades Center

Job Announcement

Position: OCC Specialist Grant-Funded

Position Available: 1

Opening Date: June 7, 2017

Closing Date: Until Filled

Salary: Depends on Experience

Status: Exempt

GENERAL DESCRIPTION:

Responsible for promoting a positive relationship with residents and staff; facilitates the enrollment until completion for residents; facilitates a work environment in which organization of the workload; performs other related job duties as assigned by the Office of Contract Compliance Manager.

REPORTS TO:

Office of Contract Compliance (OCC) Manager

SUPERVISES:

None

QUALIFICATIONS:

- Minimum of high school diploma or GED
- Typing
- 10-key
- Filing
- The Workforce Information System of Texas (TWIST) **preferred**
- Must pass criminal history check
- Must pass drug screen

SPECIFIC DUTIES:

- Responsible for answering calls from various departments as required
- The ability to maintain all data entry information for Twist Information System of Texas, grants and GCTC Student Tracking.
- The ability to provide services as they relate to:
 - Client discharge plan
 - Job development/referral
 - Client progress reporting
 - Employer liaison
 - Supportive services referral
 - Client transition evaluation
 - Family Contact liaison
- The ability to act as an advocate/mentor.
- The ability to attend review committee meetings
- Process new student enrollments for on and off campus assuring all information is received and recorded
- Assist with grant tracking as required
- Work with youth that are covered under grant (HGAC & Dallas WIOA)
- The ability to complete post discharge follow-up and tracking.
- The ability to perform other duties as assigned.

Contact

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