

EMPLOYMENT SPECIALIST

The Kerr-Tar Regional Council of Governments (COG) seeks a highly motivated individual to join a team of professionals who work to plan and implement collaborative projects in the Kerr-Tar region that includes the counties of Franklin, Granville, Person, Vance and Warren. The Employment Specialist will assist Career Center customers to provide activities such as job recruitment, intake, assessment, eligibility determination, case management, enrollment, counseling, and employment placement; employees also follow up with program participants after placement. Work also includes contacting employers to develop jobs and place customers, explaining the scope of services and making referrals to other agencies. Employees will also be responsible for a designated program and perform case management functions to serve youth, dislocated worker or adults. Duties require close interaction with participants in one-on-one and group settings and the ability to evaluate and match participants work history, education, skills, and interests in order to place them into classroom or work based training and employment situations; duties also require employees to develop job placement opportunities. Work is performed in an administrative environment with travel to worksites and multiple Center locations required.

Duties include but are not limited to:

- Meets one on one with job seekers, youth, adult and dislocated workers, as a part of the Center team to assist with locating potential employment and training related information; screens applicants against eligibility requirements for participation in eligible program(s) and enters and maintains customer documentation electronically.
- Performs assessments of customers including administering and interpreting various career and aptitude inventories, interviews, and other research to identify appropriate strategies; assists customers with identification of training needs and career plans; assist with identification of courses, class scheduling, job placement, etc.
- Identifies potential employers and develops work site agreements, contracts or related documents; conducts follow-up and evaluation of participant placements to provide counseling and problem-solving for customers and employers; assists customers with transportation and other health and basic needs.
- Assists customers with job search skills such as resumes, cover' letters, interviews and use of on-line resources; and addresses employability skills needs
- Contacts potential employers and potential worksites, analyze job duties and performance, and ensures participants are performing relevant work based duties.
- Monitors participants' progress, assists participants and supervisors in problem resolution, and monitor monthly expenditures; performs case management tasks including maintenance of participant electronic files meeting regulatory guidelines, conducting follow-up activities to ensure compliance, and documenting activities and services into NCWorks Online.
- Performs related duties as required.

The ideal candidate will hold a degree in human services, human resource management, psychology, business, or social work and some related customer service experience; or an equivalent combination of education and experience. Valid driver's license is required.

Salary will be based on qualifications and experience. Kerr-Tar Regional Council of Governments offers a generous benefits package including paid vacation and sick leave; NC Local Government Retirement System; 401(k); health, dental, vision and life insurance; and flexible spending account.

Interested candidates should email a cover letter, resume, and three references to Diane Cox, Kerr-Tar Regional Council of Governments, at info@kerrtarco.org. Please note, only electronic application materials emailed will be accepted for this position.

All employment is decided on the basis of qualifications, merit, and organizational need. Position is open until filled; initial review of applications will begin on May 4, 2026.

Kerr-Tar Regional Council of Governments is proud to be an Equal Opportunity Employer. The Council does not discriminate on the basis of race, religion, color, sex, gender, gender identity, sexual orientation, age, nondisqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law.