

## **JOB VACANCY**

**Position:** WIOA Assistant Program Manager

**Location:** Brightpoint Office Allen County

**Hours:** 7:30 am- 4:30 pm Monday through Friday (some evenings and weekends)

**Starting Salary Range:** \$49,000-\$52,000

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### **JOB DUTIES**

The WIOA Assistant Program Manager assists the JAG Program Manager with day-to-day operation of the Workforce Investment Opportunities Act (WIOA) Out of School Youth (OSY) and WIOA-funded program. Supervises, monitors, and evaluates OSY and WIOA-funded Specialists related to program eligibility, program regulations, and services. Coordinates program eligibility and determination and enrollment of youth and students to ensure grant compliance with program operations. Monitors enrollment processes and assists with any required reports.

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### **Essential Functions**

1. Ensures program compliance with OSY and other WIOA program standards, grant compliance rules and regulations.
  2. Assists Program Manager with integrity and maintenance of required data collection systems and completion of all reports in a timely manner.
  3. Assists with planning, development, implementation monitoring and evaluation of OSY and other WIOA-funded Specialists.
  4. Assists Program Manager with enrollment and eligibility determination to ensure funding compliance.
  5. Develops and implement staffs training for new and existing OSY and other WIOA-funded Specialists.
  6. Ensures OSY Specialists maintain assigned caseloads of 23-26 youth.
  7. Ensures and maintains enrollment of 40 students per WIOA-funded classroom.
  8. Maintains data entry error rate of 5% or less.
  9. Maintains service level requirements for all OSY and WIOA, compliance.
  10. Ensures WIOA-funded Specialists deliver all 37 Core Competencies within program year.
  11. Ensures effective training and staff development
  12. Implements Brightpoint Values at all times.
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### **SKILLS AND QUALIFICATIONS:**

1. Bachelor's degree in social service, counseling, business, education, or a related discipline required. One year of supervisory experience.
  2. Experience working with youth accompanied by knowledge of adolescent development.
  3. Willing to work in a highly accountable and performance-based program.
  4. Ability to work with minimal supervision; self-motivated, attentive to detail, organized, productive, flexible, dependable.
  5. Proficient in MS Office Applications.
  6. Ability to quickly develop a thorough understanding of basic community action concepts, and the numerous regulations regarding OSY and WIOA youth services.
  7. When driving for Brightpoint, the employee must have a valid Indiana driver's license and must maintain minimum liability limits of \$100,000/\$300,000 on auto insurance.
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**DATES FOR INTERNAL POSTING: FROM 11/15/2022 - Until filled**

**TENTATIVE DATES FOR EXTERNAL POSTING: 11/15/2022 – Until filled**

**APPROXIMATE DATE FOR POSITION TO BEGIN: 01/02/2023**

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**FOR FURTHER INFORMATION, CONTACT, HUMAN RESOURCES EXT. 206 or 213**

**APPLICATIONS ACCEPTED – 227 E. Washington Blvd, FORT WAYNE, IN**

**8:00 A.M. - 5:00 P.M., MONDAY – THURSDAY AND 8:00 A.M. – 11:00 A.M., FRIDAY**

**OR VIA THE INTERNET AT [www.mybrightpoint.org](http://www.mybrightpoint.org)**