



Hartford Job Corps Academy—Job Announcement

Updated 11/11/15

The Hartford Job Corps Academy is an education and training facility for young adults ages 16 through 24.

Website:

hartford.jobcorps.gov

We provide relevant academic, technical, social and employability skills training to provide a transformative learning experience to create a platform for self-sufficiency.

All interested applicants, please indicate position of interest and send resume to:

HartfordHumanResources@jobcorps.org, or

Hartford Job Corps Academy, ATTN: HR, 100 William Shorty Campbell Street, Hartford, CT 06106

Fax: 860-952-0227

Internal Candidates, please complete an internal application and submit an updated resume.

Property Specialist, Full-Time—NEW

Responsibilities: Manages and monitors all property and coordinates the shipping and receiving processes. Ensures orders are received, stored, and accounted for on campus. Conducts quarterly inventory inspections of property and reports findings. Controls and monitors the departmental budget to ensure availability of funds for necessary expenditures.

Minimum Qualifications: High School Diploma or equivalent. Working knowledge of accepted methods of requisitioning, receiving, storing, disbursing and accounting for equipment and supplies. Three years related work experience. Valid driver's license.

Finance Supervisor, Full-Time—NEW

Responsibilities: Manages the Center's financial accounting systems in compliance with Company, Center, and Department of Labor requirements. Maintains center operations cost data and cost analyses, maintains, reconciles and submits required reports for equipment, constructions/rehabilitation and career technical training capital funds. Ensures efficient, accurate and timely management of the SGA financial systems, processes and reporting. Provides training, assessment, and leadership for assigned staff.

Minimum Qualifications: Bachelor's degree in Accounting or in an associated business field. Minimum three years of proven work-related experience in increasingly responsible positions in finance. Proven track record in budget oversight, financial reporting and directing financial activities. Management experience. Valid driver's license.

High School Diploma Instructor, Full-Time

Responsibilities: Provides academic instruction to students in accordance with approved curriculum in support of the online High School Diploma Program and Test for Adult Basic Education (TABE) and High School Equivalency (HSE). Prepares lesson plans, administers and corrects test. Identifies, selects, and modifies instructional resources to meet the needs of the students with varying backgrounds, learning styles, and special needs. Recommends curriculum changes and supplemental materials. Motivates and counsels students in areas of behavior, training, and study habits.

Minimum Qualifications: Bachelor's Degree and active Connecticut Teacher Certification. One year teaching experience preferred. Valid driver's license.

Must pass a criminal background check and pre-employment drug screen.



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Career Transition Specialist, Full-Time

Responsibilities: Counsels students in all aspects of career transition readiness, job search skills, job placement, job retention, and exit processes. Develops and maintains linkages for potential employment, advanced training, military and other placement opportunities. Participates in employer-oriented community activities. Visits classrooms and trade shops to familiarize students with career transition services.

Minimum Qualifications: Experience establishing liaisons and interacts with private and public agencies. Strong computer experience. BA degree or 4 years experience working with youth. One year experience in sales, marketing or counseling related services. Must have a high level of written and verbal communication skills, be customer service driven and enjoy working with young adults. Must be team oriented. Valid driver's license.

Clinical Nursing Assistant Instructor, Full-Time

Responsibilities: Provide students with hands-on clinical experience to be applied to hospitals, nursing homes, medical offices, home healthcare and other healthcare settings. Provide instruction in taking patient vitals, maintain and check medical equipment and assistive devices, provide emotional and physical support, assist with personal care tasks, lead students in therapeutic exercises. Provide overview of how healthcare systems operate.

Minimum Qualifications: High School Diploma or equivalent with minimum five years of relevant experience. Certified as a CNA. Strong analytical, organizational and communication skills with experience working with learners from diverse backgrounds. Valid driver's license.

Cook, Full-Time

Sunday: 9:30-6:30 pm; Monday-Tuesday: 5:00 am - 2:00 pm; Friday: 9:30- 6:30 pm (may need to work overtime)

Responsibilities: Prepares meals. Ensures proper set up of food items on the serving lines as directed by the Senior Cook. Assists in cleaning and maintaining kitchen and dining areas. Available to work flexible schedule.

Minimum Qualifications: High School Diploma or equivalent. Must be ServeSafe certified.

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Maintenance Assistant, Full-Time

Responsibilities: Cleans and maintains the health and safety standards of the buildings and grounds. Responsible for general maintenance of the landscape of the Center. Stocks supply room with appropriate supplies. Shovels and removes snow and ice from designated areas. Salts ice on the exterior ground. Moves furniture, equipment, or fixtures as required. Sets up rooms for meetings, classes, and events.

Minimum Qualifications: High School Diploma or equivalent. Valid driver's license.

Maintenance Technician, Full-Time

Responsibilities: Performs facility maintenance repairs and general upkeep duties to ensure a safe and healthy environment. Performs necessary skilled work in electrical, plumbing, HVAC, and painting. Performs carpentry work in repairing or replacing wood structures. Ensures all work orders are completed on time and according to quality standards.

Minimum Qualifications: High School Diploma or equivalent. Five years trade experience in electrical, plumbing, and basic HVAC. Ability to operate power and hand tools. Demonstrates a working knowledge of electrical, HVAC, and building maintenance. Excellent communication skills, Ability to multitask. Valid driver's license. Ability to lift, push, and pull heavy objects on a routine basis.

Security and Safety Manager, Full-Time

Responsibilities: Responsible for developing, implementing, and managing the Center's Safety and Security Program. Provides supervision, training, assessment, and leadership for safety and security staff. Performs safety inspections on a routine basis. Conducts investigations of accidents, injuries and illnesses with the goal of resolution and reduction of future occurrences. Establishes liaison and maintains harmonious relations with local law enforcement agencies.

Minimum Qualifications: BA in criminal justice or related field. An equivalent combination of education and experience may substitute for the degree requirement on a year for year basis. Three years experience in military, law enforcement and safety and/or security management. Valid driver's License.

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Administrative Assistant (Admin Support, disABILITY Program, Student Human Resources), Part-Time (20 hours)

Responsibilities: Provide administrative assistance to two areas: disABILITY: 10 hours; SHR: 10 hours. . Entering information into different database systems and managing files for accuracy of information.

Minimum Qualifications: High School Diploma or equivalent. Valid driver's license. Ability to lift, push, and pull light to heavy objects on a routine basis and store/retrieve items throughout the warehouse.

Shipping and Receiving Clerk , Part-Time (20 hours)

Responsibilities: Provides administrative support to the Property Department. To include maintaining inventory, ensuring orders are received, stored, and accounted for in Property.

Minimum Qualifications: High School Diploma or equivalent. Valid driver's license. Ability to lift, push, and pull light to heavy objects on a routine basis and store/retrieve items throughout the warehouse.

Career Counselor, Full-Time

Responsibilities: Plans, coordinates, develops and implements individual and group counseling programs for assigned students. Reviews detailed background file, conducts personal interview and tests as necessary to analyze and recommend a program for each student. Conducts a variety of special programs covering different topics.

Minimum Qualifications: Bachelor's degree. Course work must include 15 credits of instruction in social services related fields. Minimum one year experience in counseling or work related field. Valid driver's License.

Substitute Instructors

7:30 a.m.-4:30 a.m., Monday—Friday

Responsibilities: Provide academic and/or career technical training (Driver's Education, C N A, Manufacturing, Math, Medical Assistant, Reading, Insurance and Banking). Administers and correct tests, maintain progress and attendance reports. Teach classroom curriculum as required.

Minimum Qualifications: A Bachelor's Degree with minimum one year instructional experience. Valid driver's license.

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Two Independent Living Advisors

Part-time hours:

Friday and Saturday: 3pm – 12 am

Sunday: 8am-5pm

On-call hours for Friday, Saturday overnight, and day shift

Responsibilities: Assist students adjust to life at the Academy, encourage favorable relationships, hold independent living groups, maintain accurate and up to date student records, conduct dorm meetings, conduct bed checks, inspect rooms for cleanliness, assign chores, and promote positive behavior.

Minimum Qualifications: High School Diploma or equivalent. One year working with young adults from diverse cultures or disadvantaged environments. Some college preferred. Valid driver's license.

Two Recreation Specialists

Part-time hours (20 hours)

Schedule: Tuesday, 5:00pm-10pm, Thursday, 6pm-9pm, Friday, 5pm-10pm, Sunday, 12pm-6pm

Schedule: Monday, 5pm-8pm, Wednesday, 5-10pm, Friday, 5pm-12pm, Sat, 12pm-6pm

On-call hours are available as well.

Responsibilities: Assist students adjust to life at the Academy, encourage favorable relationships, hold independent living groups, maintain accurate and up to date student records, conduct dorm meetings, conduct bed checks, inspect rooms for cleanliness, assign chores, and promote positive behavior.

Minimum Qualifications: High School Diploma or equivalent. One year working with young adults from diverse cultures or disadvantaged environments. Some college preferred. Valid driver's license.

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Driver's Education Instructor (Substitute - Evening Hours Available)

Responsibilities: Responsible for teaching students and providing them with opportunities to learn and practice driving according to the Connecticut State Drivers Education Standards and Regulations. Complete and maintain student training records and documentation.

Minimum Qualifications: High School Diploma or equivalent. State of Connecticut certified. One year experience preferred. Valid driver's license.

Drug and Alcohol Counselor—TEAP Specialist— 12 hours a week

Monday– 3:00 p.m. - 6:00 p.m.

Wednesday - 9:00 a.m. - 12:00 p.m or 3:00 p.m. - 6:00 p.m.

Friday - 9:00 a.m. –12:00 pm.

Responsibilities: Responsible for the implementation and maintenance of an effective trainee employee assistance program (TEAP) with emphasis placed on awareness, prevention, staff training and networking with community resources, in compliance with government and management directives. Work with new students for testing, assessment, and development of assistance plans for the 45-day probation period; provide an assessment and assistance/intervention plan for any student who tests positive for drugs or receives an alcohol logging.

Minimum Qualifications: High School Diploma or equivalent. Actively unrestricted license and/or certification in accordance with state regulations to practice as an independent practitioner in state where center is located. Valid driver's license.

Driver, Part-Time

Responsibilities: Operates the Government vehicles to transport students to off-center appointments and other destinations as assigned.

Minimum Qualifications: High School Diploma or equivalent. One year experience in driving passenger vehicles. Valid Commercial Driver's license (CDL).

Must pass a criminal background check and pre-employment drug screen.