



Hartford Job Corps Academy—Job Announcement

Updated 8/31/15

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.

Administrative Director, Full-Time

Responsibilities: Monitors the Center's financial and administrative operations, oversees the following departments: finance, government contract services (procurement and logistics), property, facilities, safety and security, food service, and health and wellness.

Minimum Qualifications: Bachelor's Degree in Business Administration or related field. Four years of proven work-related experience in finance and administration to include two years experience in a upper management position. Valid driver's license.

Career Technical Training Manager, Full-Time

Responsibilities: Oversees, monitors, and evaluates the quality and content of career technical instruction. Oversees and manages student performance. Provides supervision, training, assessment, and leadership for departmental staff. Monitors student training, TARS, records, documentation, behavior and accountability. Assesses diverse needs of students and adjusts the structure of the program to address those needs; recommends policy and procedural changes. Works with the Center's business partners to identify or develop the appropriate curriculum and manage programs. Actively participate in Academy workforce council meetings.

Minimum Qualifications: Bachelor's Degree in Education. An equivalent combination of education and experience may substitute for the degree requirement on a year for year basis. Valid driver's license.

Academic Training Manager, Full-Time

Responsibilities: Oversees, monitors, and evaluates the quality and content of academic instruction. Oversees and manages student performance. Manages the accreditation of the High School Diploma program. Reviews students' admission folders to ensure student accommodations are met as required. Provides supervision, training, assessment, and leadership for departmental staff. Monitors student training, records, documentation, behavior and accountability. Assesses diverse needs of students and adjusts the structure of the program to address those needs; recommends policy and procedural changes.

Minimum Qualifications: Bachelor's Degree in Education. An equivalent combination of education and experience may substitute for the degree requirement on a year for year basis. 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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Safety Specialist, Full-Time

Responsibilities: Reviews, evaluates, and analyzes work environments and designs programs and procedures to control, eliminate, and prevent disease or injury caused by chemical, physical, and/or ergonomic factors. Ensures enforcement of OSHA regulations and company safety procedures.

Minimum Qualifications: Bachelor's degree in occupational safety and health or work-related field; a combination of education and experience may substitute for formal education on a year-for-year basis. OSHA 600 certification preferred. Valid driver's license.

Senior Cook, Full-Time

Responsibilities: Oversees the cafeteria during assigned shift; prepares and oversees the preparation of meals. Assists in the preparation and service of daily meals. Monitors the food service line. Maintains inventory and requests additional food as necessary. Directs work of students assigned to serving line. Available to work flexible schedule.

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

Drivers, Part-Time (2)

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).

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. State of Connecticut certified. Two years of experience in work related field. Valid driver's license.

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



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Administrative Assistant (Admin Support, disABILITY Program, Student Human Resources), Full-Time

Responsibilities: Provide administrative assistance to three areas: Property/Admin Support: 20 hours; disABILITY: 10 hours; SHR: 10 hours. Support to include maintaining inventory; ensuring orders are received, stored, and accounted for in Property. 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.

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.

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.

Independent Living Advisor (On-call Hours, flexible)

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.

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