

## **PDC Welcome Center Coordinator**

Under the direction of the Welcome Center Manager, this position will serve as the primary point of contact to enroll, orient, and facilitate consumers through Flying High Inc's Professional Development Center employment services process. Will be responsible for obtaining applicant information, screening applicants, and completion of the admissions process.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Serve as the primary contact person for admissions into employment services.
- Conduct orientation to enroll interested persons into workforce development employment or vocational services.
- Implement established orientation process, presentation, and schedule.
- Interview, screen and enroll clients into appropriate services and facilitate consumers through the orientation process.
- Administer all required paperwork and online services such as registrations, questionnaires, occupational assessments, and outcome surveys.
- Input client data into the data collection system and generate required reports in accordance with standards.
- Connect clients to appropriate case management services.
- Provide outreach, marketing, and recruitment within general population to generate market available services.
- Assist in ensuring compliance with all rules and regulations for the program.
- Attend and participate in required trainings each year as required by management.

### **QUALIFICATIONS**

- High school diploma or equivalency and 2 years' experience in a private or public human service environment; or 2 years' experience working with clients who have a criminal background, addictions, or other barriers to employment.
- Ability to interact effectively with consumers, peers, and management.
- Proficient in use of Microsoft or program specific software programs