



JOB VACANCY ANNOUNCEMENT

Position Title: Team Leader
Status: Full-time, Exempt
Starting Salary Range: Grade 12; \$2,355-\$2,771/pay period
Location: Wadena CareerForce

Position Number: 24-10
Recruitment: Internal/External
Closing Date: April 14, 2024

Primary Position Objectives:

Responsible for the day-to-day supervision of team members engaged in the delivery of employment and training program services. Accountable for the action, activities, behavior, morale, discipline, and performance of self and several subordinates.

Required Qualifications:

Bachelor's degree in human services or business-related field or appropriate commensurate experience. Demonstrated effective supervisory and leadership ability. Effective written and oral communication skills. Ability to work in a team environment. Demonstrated community involvement. Computer skills to include word processing, email and internet. Must pass a criminal background check. Requires a valid driver's license, vehicle insurance, and a reliable vehicle.

Preferred Qualifications:

Extensive knowledge of employment and training program services and components including: MFIP and Dislocated Worker, adult and youth. Knowledge of Workforce One and Microsoft Office software. Those individuals who are veterans or possess the National Career Readiness Certificate (NCRC) will be given additional consideration.

Essential Functions:

Coordinates the activities of the team to provide effective program services. Supervises individual staff members and their development. Transmits policy and other information to staff members. Assists Program Manager and Director of Operations to develop team goals and budgets. Recommends staff levels, staff selection, job assignments, and cross training; may provide or coordinate the arrangement of the same. Reviews center operation reports with staff, Program Manager, and Director of Operations to determine production, expenditure rate, and performance measure progress. Implements corrective action plans as approved by Program Manager and Director of Operations. Monitors service delivery and systems usage. May represent Program Manager and Director of Operations or function as same in their absence. Conducts community outreach.

Application Instructions: Submit an application packet consisting of the Rural Minnesota CEP Application for Employment, resume, and cover letter by **4:30 pm** on the closing date to:

Melissa Kain, Human Resources Manager
Rural Minnesota CEP, Inc.
803 Roosevelt Avenue
Detroit Lakes, MN 56501
melissak@rmcep.com

A Rural Minnesota CEP Application for Employment can be picked up at any RMCEP office or online at www.rmcep.com. To receive an application via mail, email, or fax please call 218-847-0712. Rural Minnesota CEP, Inc. reserves the right to select those who will be interviewed from application information.

RMCEP is an Equal Opportunity Employer/Program Provider
Upon request, this information will be made available in an alternate form.

"Your Future is Our Business"

A proud partner of the  American Job Center® network