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Memorandum

To: Distribution

Date: May 3, 2019

From: Vicki Leaderbrand

Position Number: 19-05

Re: Position Vacancy

Regular Full-Time Position

Position: Team Leader

Location: Alexandria

Hiring Authority: Arlyce Cucich
Program Manager

Address: Rural Minnesota CEP, Inc.
303 22nd Ave W, Suite 107
Alexandria, MN 56308
320-762-7800
FAX: 320-762-7530

Salary: Entry Level Grade 12
\$22.25/hour to \$25.94/hour

Filing Deadline: May 24, 2019

Primary Objectives of the Position:

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/leadership ability. Effective written and oral communication skills. Ability to work harmoniously with others. Demonstrated community involvements. Computer skills to include word processing, email, internet, and accessing information. Must provide own dependable transportation and be able to travel to complete job duties. No prior history of client abuse.

Preferred Qualifications:

Extensive knowledge of employment and training program services and components, including MFIP, Dislocated Worker, Adult and Youth. Knowledge of Workforce One, Excel Spreadsheet software and Microsoft Word Processing software. Persons who are veterans or possess the National Career Readiness Certificate (NCRC) will be given additional consideration.

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Essential Functions:

1. Coordinates the activities of the team of one or more Staff to provide effective program services.
2. Supervises individual staff members and their development.
3. Transmits policy and other information to staff members.
4. Assists Program Manager/Director of Operations to develop team goals and budgets.
5. Recommends staff levels, staff selection, job assignments, and cross training; may provide or coordinate the arrangement of same.
6. Reviews center operation reports with Staff and Program Manager/Director of Operations to determine production and expenditure rate.
7. Reviews center operation reports with Staff and Program Manager/Director of Operations to determine performance measure progress.
8. Implements corrective action as approved by Program Manager/Director of Operations.
9. Monitors service delivery and system usage.
10. May represent Program Manager/Director of Operations or function as same in their absence.
11. Conducts community outreach.
12. Other duties as assigned.

Please post this vacancy announcement at all RMCEP offices. **The RMCEP Application for Employment, resume, and cover letter must be received by Friday, May 24, 2019, at 4:30 p.m. central time to be considered.** An RMCEP Application for Employment may be picked up at any RMCEP office or online at www.rmcep.com. To receive an RMCEP Application for Employment by mail, fax, or e-mail, call 218-847-0712. Rural Minnesota CEP, Inc. reserves the right to select those who will be interviewed from application information.

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Upon request, this information will be made available in an alternate form.

Distribution: One (1) copy each to: Hiring Authority, Director of Regional Initiatives, Program Managers, Office Manager, EAA, IT Manager (e-mail for website), Team Leaders, HR Specialist, Bulletin Board, and Receptionist.

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