

Lake Cumberland Area Development District, Inc.

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WAYLON WRIGHT
Executive Director

JUDGE JOHN FRANK
Chairman

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TO: All interested Parties

FROM: Tony Meeks

DATE: October 21, 2025

RE: Available Position – Workforce Career Manager- Wayne, Clinton, Cumberland

Notice is hereby given that the position of Career Manager is available. Anyone interested in applying for this position must present a written statement of interest to Tony Meeks, indicating your interest in the position. Job description listing relevant qualifications is attached hereto.

Applications will be reviewed as received. Written statements of interest will be accepted until 4:00 p.m. CT on Tuesday, November 4, 2025.



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Web-Site Address - <https://lcadd.org>
Equal Opportunity Provider



LAKE CUMBERLAND ADD
POSITION DESCRIPTION

Class Title: Career Manager

Department: Workforce Development

Supervisor: WIOA Program Director

Supervises: None

Class Characteristics: Under general direction, duties include recruitment, intake, certification, referral, placement and case management of potential participants; makes referrals to appropriate training; provides counseling needs that are provided to participants in an appropriate and coordinated manner; works with potential participants and established participants, Assessment Centers, and Job Development Specialists; provides assistance to employers affected by layoffs or closures due to overseas trade; performs other duties as required.

General Duties and Responsibilities:

Essential:

1. Ensures the availability of program information to the general public; explains WIOA requirements to inquiring individuals; assists jobseekers searching for employment; provides staffing for job fairs.
2. Provides intake and assessment assistance; determines eligibility of potential participants; completes initial registration; assesses potential participants for interest and aptitude of training programs; determines support needs; counsels and assists with paperwork as needed; provides labor market information and/or job placement assistance to customers; makes necessary referrals to external partners.
3. Provides ongoing support and guidance through scheduled appointments, develop and update ITA's for participant update and maintain supportive services. including counseling, refer to training, determination of support needs, calculating support needs, determining barriers of each participant.
4. Contacts employers that are closing or having a reduction in force to offer Rapid Response services, determine needs of employer, number of meetings to be scheduled; time and place of meeting(s); coordinate with other agencies and other Rapid Response Team Members; compiles and submits reports to State Rapid Response Coordinator; maintains Local Rapid Response employer files.
5. Maintains records management of all paperwork related to programs and each participant.
6. Maintains contact with contractors and all public service agencies.
7. Enters/updates data for job seekers and clients in statewide database; manages client records for statewide monitoring.
8. Provide monthly obligations to Director which is developed from each customer's ITA; support needs; collect and process monthly support time sheets; process and submit for payment. Responsible for completing vouchers for training providers; must constantly update these amounts based on participant needs.

9. Does certifications for JKG students when needed.
10. Completes and mails questionnaires to all follow-up participants; receives completed questionnaires; enters information of employment and filling out WIOA-99 Forms.
11. Performs case management duties for all enrolled in Adult and Dislocated Worker programs.
12. Completes and forwards records and reports as required.
13. Attends specialized training to remain current with job knowledge.

Non-essential: None.

DESIRABLE QUALIFICATIONS

Training and Experience: Bachelors degree in Human Services, Social Work, Business Administration, Public Administration, or related field; no previous work experience requirements. Directly related work experience may be substituted for the education requirement on a year for year basis up to a maximum of two years. If required by the funding agency, the employee will be licensed or certified.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of WIOA and state regulations, policies and procedures.
2. Thorough knowledge of social and economic conditions of the service area.
3. Thorough knowledge of training facilities, training providers, and partner agencies in the region.

Skills:

1. Skill in the use of general office equipment, including applicable software programs.
2. Organizational skills.
3. Problem solving skills.
4. Oral and written communication skills.
5. Interviewing skills.
6. Public speaking skills.
7. Counseling skills.

Abilities:

1. Ability to interpret federal and state laws pertaining to program.
2. Ability to work independently without intense supervision.
3. Ability to prepare and maintain accurate and up-to-date reports.
4. Ability to prepare and maintain accurate records.
5. Ability to assess needs and serve as advocate for program participants.

6. Ability to establish and maintain effective working relationship with associates, public and private organizations, clients, and the general public.
7. Ability to work with deadlines.
8. Ability to work with large groups.
9. Ability to coordinate work activities with other agencies.

ADDITIONAL INFORMATION

Instructions: Instructions are somewhat general; many aspects of the work are covered specifically, but also must use some of own judgment.

Processes: Must occasionally consider different courses of action, or deviate from standard operating procedures, to get the job done.

Review of Work: Supervisor spot-checks some areas of completed work.

Analytical Requirements: Assignments frequently involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts is required.

Decisions and Judgments: Judgment in determining eligibility and need to train; whether or not services can be provided; length of services provided; skills matching job placement referrals; etc.

Tools, Equipment and Vehicles Used: General office equipment (computer, calculator, copying machine, printers, telephone, etc.) Must operate vehicle as a requirement of the job.

Physical Demands: Work is typically performed indoors at a desk or table, but requires intermittent sitting, standing or stooping. Must lift objects in excess of 25 pounds. Must operate vehicle or other equipment as a requirement.

Contacts: Frequent contacts with employees or supervisors from other departments, public and internal contacts are a requirement of the job.

Confidential Information: Regular use of confidential information is a requirement of the job.

Mental Effort: Moderate/heavy.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid driver's license.

Availability: N/A.

Certification Requirements: None.

Additional Requirements: Overnight travel as needed.

Overtime Provision: To be determined by current federal and state regulations.

AGENCY EXPECTATION STATEMENT

In the performance of their respective tasks and duties all employees are expected to:

1. To be knowledgeable and follow all policies and procedures set by LCADD. Support the overall work and functions of LCADD.
2. Interact professionally with other employees, customers/clients, outside agencies and the community. Show dedication to meeting the expectations and requirements of internal and external customers.
3. Show commitment to the LCADD region and accountability and ownership of work.
4. Work effectively as a team contributor on all assignments.
5. Work independently while understanding the necessity for communicating and coordinating work efforts with supervisor, fellow employees and organizations.
6. Perform quality work within deadlines with or without direct supervision.

*The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements or responsibilities.