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# Example of Employment Advisor Job Description

Our innovative and growing company is hiring for an employment advisor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for employment advisor

* Maintain up-to-date knowledge of CalWORKs Program Guide procedures and implement appropriately
* Assist supervisor in meeting all performance metrics and achieving participant stated outcomes
* Assist with quality control procedures to ensure operational processes are performed
* Validate and complete monthly reports that measure project objectives
* Assist in the 100% case review requirements, analyze data and reports to determine error trends
* Review County Quality Control Audits identifying citations that are incorrect and can be challenged
* Review staff responses to County Quality Control Audits, ensuring accurate corrections have been made and maintain a tracking system to identify error trends and identify trending needs
* Assist in identifying training needs and error-trend rates for specific units, and provide accurate reporting
* Assist with ensuring participants receive quality and timely services
* Provide input into the development and implementation of strategies aimed at enhancing the attraction, engagement and retention of Aboriginal people in the workforce

## Qualifications for employment advisor

* Bachelors' degree or 4 years of relevant/equivalent work experience
* Understanding and experience implementing employment programs for people with varying degrees of talent and experience, utilizing customized employment to determine employment focus experience and education to determine best employment opportunities for individuals with intellectual and developmental disabilities
* Knowledge of the state of Tennessee Medicaid and health service plans is highly preferred
* Travel around Tennessee required
* Master’s University Degree in Public Administration, Business Administration, Statistics, Development Studies or any other related discipline
* Minimum 10 years’ professional experience on Employment and Economic Development