

---

## JOB OPENING

**Job Title:** ELIGIBILITY ENROLLMENT SPECIALIST  
**Department:** Operations  
**Reports To:** Assistant Director- Health Career<sub>x</sub> Academy  
**Classification:** Non-Exempt  
**Location:** Bridgeport, CT

---

### SUMMARY

The Eligibility Specialist arranges hosts and presents Academy information at recruiting events. Shepherds candidates as they proceed through the Academy qualification process, assisting Workforce Specialists with screening and qualifying candidates, inputting data, and arranging and delivering services to enrollees.

ESSENTIAL DUTIES AND FUNCTIONS include the following. Other duties may be assigned.

1. Developing and implementing strategies to recruit eligible candidates for the Health Career<sub>x</sub> Academy including job fairs and other recruiting events.
2. Responsible for collection and confirmation of eligibility documentation and the completion of the enrollment process including data entry of enrollment information
3. Assist in the delivery of support services to candidates who are enrolled in the Academy, including workshops, online courses, remedial training and education, resume development, mock interviews, job shadowing, Dress for Success, childcare and transportation services, referrals for further services, and other activities as required. (wrap around services)
4. Coordinate delivery of above services with Career Counselors and other staff as required
5. Create support systems for candidates such as events to build family or peer support, study groups, and job search groups.
6. Work with Employer Specialists to facilitate programs and events with employers and others.
7. The incumbent is responsible for supporting all Health Career<sub>x</sub> Academy objectives in accordance with grantor requirements.

## **SUPERVISORY RESPONSIBILITIES**

Responsible for own work and not required to direct or supervise other personnel but may occasionally instruct or show another employee how to perform the work.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Degree in Human Services, Education or Business Management and/or three years of related work experience.
- Knowledge of training, counseling, and/or case management
- Ability to work with and support a diverse customer base.
- Ability to motivate clients and establish a supportive professional relationship with them.
- Commitment to assisting low income and disadvantaged individuals in overcoming barriers to achievement and success in their personal and work lives.
- Excellent verbal, presentation and written communications skills

## **EDUCATION and/or EXPERIENCE**

Associate's degree or equivalent from two-year college or technical school; or four years related experience and/or training; or equivalent combination of education and experience. Preference given for a background in corporate training, sales, or in preparing job candidates for employment.

## **COMPUTER SKILLS**

The ability to understand more advanced computer skills and be proficient in the advanced knowledge of software such as Microsoft Word, Excel, PowerPoint, Access.

## **OTHER SKILLS AND ABILITIES**

The ability to read, speak and/or interpret Spanish is desired.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

N/A

---

To apply:

Submit Cover Letter and Resume to:

Lauren Kelman, Program Assistant, National Initiatives

[lkelman@workplace.org](mailto:lkelman@workplace.org)