



**Cincinnati Youth Collaborative
Jobs for Cincinnati Graduates (JCG) Program
JCG WIOA & Compliance Manager**

Background: CYC empowers young people to overcome obstacles and excel by providing a range of services designed to keep young people in school, prepared for college and career, and on the pathway to success. CYC is focused on helping students graduate from high school with a pathway towards enlistment, further education or meaningful employment.

Our Vision: Every young person will reach their full potential.

Our Mission: Empowering young people to overcome barriers and excel in education, career and life.

Our Commitment: We are committed to inclusive and equitable programs, policies and procedures that empower everyone we serve.

Position Title: JCG WIOA & Compliance Manager

Department: Jobs for Cincinnati Graduates (JCG)

Reports to: Chief Program Officer

Direct Reports: None (JCG Program Support Coordinator)

Position Summary:

The JCG WIOA & Compliance Manager is a full-time salaried position. Responsible for overseeing the the programmatic aspects of the in-school Workforce Innovation and Opportunity Act (WIOA) contract, ensuring that all contractual expectations are met, and all performance outcomes are achieved.

Job Function:

The JCG WIOA & Compliance Manager provides programmatic leadership, training, and direction to HS2C staff in all aspects of the WIOA contract. Manage and monitor WIOA budget; meet with Finance Manager quarterly to review and discuss needed adjustments to ensure funds are spent by end of program year; identifying areas that exceed and fall below budget amount and developing plan of action to address. As the person accountable for service delivery and performance outcomes, the WIOA Manager will ensure that all programs are operating in accordance with the WIOA contract as well as adhering to the Jobs for America's Graduates Model, conducting monthly provider meetings with HCJFS staff and overseeing local, state, and DOL audits and monitoring visits. Attend quarterly Workforce Council meeting, ODJFS and HCJFS trainings. Ensure that all program staff are meeting or exceeding expectations; and that all youth's needs are met through WIOA Service Elements. with performance outcomes also met or exceeded.

Specific Duties:

- Manage the programmatic aspects of Workforce Innovation and Opportunity Act contract including implementing the overall tracking, data entry and monitoring systems to ensure all enrollment, documentation, file audit, data tracking and outcome expectations are met or exceeded.
- Ensure all staff are adequately trained in all WIOA program expectations including understanding the global perspective as well as the details of WIOA.
- Train, update staff and adjust procedures as federal, state, and local policies are changed and amended by Area 13 Workforce Council, ODJFS, and HCJFS. Responsible for all program reports to WIOA funders and for representing JCG at assigned WIOA meetings.
- Manage and monitor WIOA Budgets, Incentive Gift Card program, and Supportive Service requests to assure contract compliance.
- Schedule and conduct WIOA Orientations in each JCG High School program; meeting 1:1 with each JCG youth to determine eligibility. Identify eligible youth, monitor eligibility process and files from start to completion to assure compliance.
- Market and promote WIOA program benefits, performance goals and objectives to school personnel, youth, families, and other agencies. Communicate and promote WIOA program successes, individual stories and events to HCJFS and Workforce Council for publication.
- Supervise, develop, train and evaluate Administrative Assistant together with JCG Program Director. Provide ongoing feedback and conduct mid-year and annual evaluations. Address areas of concern as needed.
- Assist in hiring process for JCG Specialist and recommend hires to Chief Program Officer for approval.
- Train new JCG Specialist on WIOA components; eligibility, program benefits, data requirements, performance, and exiting. Identify and meet ongoing training needs for improvement and growth through monthly and annual summer training sessions.
- Provide input for mid-year reviews and annual evaluations on WIOA components and performance for all Specialists. Provide ongoing feedback to enhance performance.
- Assists with disciplinary issues of JCG Specialist with regards to WIOA contract compliance and data management, recommending action to the Chief Program Officer and Human Resources; documenting all disciplinary warnings and actions immediately in the personnel file. Maintain a management record for each Specialist with additional information not appropriate for the personnel file.
- Ensure all JCG programs are following all JAG Model components, JAG Force data entry as they apply to WIOA standards; including data, data validation and performance outcomes.
- Review all WIOA reports, both individual and aggregate, to ensure standards and performance outcomes are on-track to meet goals and to discuss and ensure continuous quality improvement.
- Review CYC Dashboard and database for accuracy.
- Support Advancement Team with WIOA program details, data, and stories as requested.
- Mutually attend or represent JCG at meetings in the Chief Program Officer's absence as requested.
- Assist Human Resources as assigned with review of various employment tools when requested.
- Other duties as assigned

Knowledge, Skills and Experience:

- Bachelor's Degree required.
- Minimum of 2 years managing or working with WIOA or similar government contracts.
- Experience managing and processing WIOA paperwork.

- Knowledge and experience with contract compliance; WIOA experience a plus.
- Experience managing and reporting across multiple systems; experience with ARIES system a plus.
- Experience with youth development, education or similar experience.
- Experience with program management, curriculum development and classroom management.
- Experience with complex contracts and working with numerous constituents, a plus.
- Proven success in working with diverse populations (students, parents, volunteers, school staff, and corporate representatives) in a variety of settings, including those from low-income and/or urban backgrounds.
- Ability to navigate and adapt to different populations with professionalism and diplomacy based on their needs.

Physical and Mental Demands

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation will be provided to individuals with a disability. The employee is:

- Able to remain in a stable position for extended periods of time.
- Able to move around the environment to access necessary materials and/or equipment.
- Digital dexterity and hand/eye coordination in performance of tasks.
- Able to speak and hear.
- Able to lift and move up to 10 pounds and occasionally lift and move up to 25 pounds.
- Able to use hands to finger, handle or feel, and reach with hands and arms.
- Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Able to compare, decide, problem solve, analyze, instruct and interpret.
- Upon request, necessary adjustments or adaptations may be made to allow individuals to participate fully in activity or perform their job effectively.

Starting Salary Range

\$55,000 - \$62,000 per year

Email Resume for Consideration:

HR@cycyouth.org

CYC is an Equal Opportunity Employer