

POSITION X2438 Extension Assistant, Career Navigator, Skill Up Tennessee

LOCATION Department of Family & Consumer Sciences, UT Extension, Institute of Agriculture, The University of Tennessee, Knoxville, TN
(This position will be housed in the Eastern Region Extension Office.)

EFFECTIVE DATE May 1, 2024

SALARY AND BENEFITS

Salary is commensurate with training and experience. This is a grant-funded position. Continued employment is contingent upon performance and funding. Benefits include group hospitalization and life insurance, State Employees Retirement; Workers' Compensation; study, sick and annual leave; numerous University of Tennessee and state benefits programs, including liberal time off for holidays and longevity pay after three years of service; reimbursement for official travel.

JOB DESCRIPTION

This Extension Assistant position supports programming efforts of Skill Up Tennessee, UT Extension's Supplemental Nutrition Assistance Program (SNAP) Employment & Training program. This position is expected to develop strong partnerships with Extension agents and partners. This position furthers program objectives by providing technical assistance to agents, providing case management services to participants, pursuing sources of matching funds, and providing general program support.

RESPONSIBILITIES

Build and expand SNAP Employment & Training program activities in assigned counties.

- Serve as a contact with Extension specialists, agents, and county-level partners on programmatic efforts
- Provide technical assistance to agents in matters of curricula, record keeping, and other programmatic components
- Build strong local and/or regional partnerships with Tennessee Colleges of Applied Technology (TCATs), community colleges, American Job Centers, other providers, industry, employers, and county Extension personnel

Provide intensive case management and supportive services for participants.

- Conduct orientation with verified participants
- Conduct initial assessment and development of individual employment plan
- Work with participants on setting and working toward goals leading to employment

All qualified applicants will receive equal consideration for employment and admissions without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status. Eligibility and other terms and conditions of employment benefits at The University of Tennessee are governed by laws and regulations of the State of Tennessee, and this non-discrimination statement is intended to be consistent with those laws and regulations. In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, The University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the University. Inquiries and charges of violation of Title VI (race, color, national origin), Title IX (sex), Section 504 (disability), ADA (disability), Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity (OED), 1840 McRose Avenue, Knoxville, TN 37996-3560, telephone 865-974-2498 (V/TTY available) or 974-2440. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.

- Follow up with participants on a monthly basis
- Identify need for participant supports and assist with disbursement
- Enter participant data into reporting systems

Plan, conduct, implement, and evaluate programming.

- Coordinate and assist with program implementation efforts
- Implement and monitor program activities
- Document program process and progress
- Manage records and materials
- Assist with report creation and submission
- Seek, document, and share success stories
- Assist with program development efforts, including training and recruitment materials
- Assist with and apply processes and procedures to ensure effective program implementation

Teach county Extension personnel through training.

- Assist with the development of materials and training on program procedures and educational/intervention components

Keep current in assigned subject matter area and strive for improvement.

Assume other duties as necessary or assigned.

QUALIFICATIONS

Required:

- Bachelor's degree in Family and Consumer Sciences, Social Work, Human Resource Management, Education, Human Sciences, or related field.
- At least one year of experience working with limited resource audiences.
- At least one year work experience with Extension or other community-based programs.
- Experience providing individual case management.
- Ability to work in teams and independently
- Strong interpersonal skills
- Ability to manage priorities and multi-task
- Ability to follow supervisory instructions and complete assigned tasks in a timely manner
- Knowledge of adult learning principles
- Skillful in the creation of materials and presentations

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- Ability to communicate effectively both verbally and in writing to professionals, the general public, and participants
- Skillful at using Microsoft Office
- Ability to motivate and work with others effectively
- Ability to travel statewide

Preferred:

- Master's degree in Family and Consumer Sciences, Social Work, Human Resource Management, Education, Human Sciences, or related field is preferred.
- Minimum of three years' Extension work experience preferred.
- Minimum of three years' work experience in workforce development, economic development, industry credentials, and/or related areas preferred.
- Knowledge of community and cultural factors influencing lifestyle choices
- Skillful in community-based programming
- Knowledge of principles related to family systems

TO APPLY:

Please apply online by clicking this link: [External Applicants](#) [Internal Applicants](#)

Submit a complete application packet which includes a 1) letter of interest, 2) a resume or curriculum vitae, 3) and official or unofficial transcripts showing degree(s) conferred.

Mr. Clint Cummings
 Extension Specialist & Program Director
 Family & Consumer Sciences
 1801 Downtown West Blvd.
 Knoxville, TN 37919

Phone: (865) 200-4536
 Fax: (865) 974-1068

E-mail: ccummin1@utk.edu
 Web Site: <https://fcs.tennessee.edu/>

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