

Outreach Specialist – Migrant Seasonal Farm Worker (Employment Program Specialist 4)

Job Brief:

The Division of Workforce Services is seeking to fill the position of Outreach Program Specialist to conduct outreach for the Advocacy System on behalf of Migrant Seasonal Farmworkers (MSFW) in a specified region on the state and service areas. The system aims to provide support to U.S. agricultural workers and employers by ensuring fair access to essential employment benefits and services.

The position is a Fulltime preferred service appointment by the State Administrator and State Workforce Agency (SWA) and coordinates all outreach efforts with the SMA Director.

Job Duties:

- Locate and contact MSFWs who are not being reached by the normal intake activities conducted by the American Job Center (AJC).
- Communicate and deliver the full range of workforce development employment services tailored to the special needs of MSFWs. Conduct field visits to locate MSFWs in their working, living, or gathering areas, who are not being reached through normal activities conducted by staff.
- Explain services available at the local AJC (which includes the availability of referrals to training, supportive services, and career services, as well as specific employment opportunities), and other related services; Information on the employment services and employment-related Law Complaint System; Information on the other organization servicing MSFW in the area; and a basic summary of farmworker rights, including farmworker rights with respect to the terms and conditions of employment.
- Monitor how services are rendered and advocate for improved services in the structure of and delivery of services to MSFWs through the state's workforce development system to

better address the employment and skill needs of workers, jobseekers, and employers so farmworkers may improve their living and working conditions.

- Be prepared to provide on-site assistance with jobs4tn database including the benefits of, registration, navigation and applying for job vacancies; employment services and programs that offer a variety of support and career services with the MFSWs.
- Provide an overview of the AJC Network Partner Programs and make referral appointments and arrange service-related transportation, if needed; discuss the partner referral process on a regular basis using the format developed by ETA guidelines and submit reports and in-depth analysis, to be discussed in detail.
- Conduct thorough outreach efforts with extensive follow-up activities with most of the time being in the field.
- Assistance in the preparation of either employment services or employment-related law complaints; Refer complaints to the Complaint System Representative or AJC Office Manager.
- Be alert and observe the working and living conditions of MSFWs that violate Federal or State employment law including sexual harassment, sexual coercion, assault, and human trafficking.

Required Qualifications:

- Bilingual, to communicate with the significant proportion of the state MSFW population which is Latino
- From a MSFW Background; or
- Have a substantial work experience in farmworker activities.
- Considerable oral and written communication skills.

Education and Experience: Graduation from an accredited college or university with a bachelor's degree



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