



Notice of Job Vacancy #26-043

Posting Date: August 8, 2025

Position: Part-time TANF Assessment Specialist

Location: This position is housed in our Berkeley County SPOKES office but serves Berkeley, Jefferson, and Morgan counties.

Employment Term: This part time, temporary position is "as needed" based on grant funding for Fiscal Year 2026. No guaranteed amount of work activity during the year is promised. The SPOKES program runs year-round.

Salary: \$23.00 per hour

Job Focus: The successful candidate will administer the Test of Adult Basic Education (TABE), Learning Needs Screening (LNS), Emotional Health Inventory (EHI), and WorkKeys assessment tools to groups of individuals upon referral from local Department of Human Services offices.

Qualifications:

- Four-year degree from an accredited institution with a minimum 2.5 GPA
- Experience working with adults, particularly at-risk populations, preferred
- Knowledge of the characteristics of adult learners preferred
- Understanding of diverse academic, socioeconomic, cultural, and ethnic backgrounds
- Daytime availability required
- Ability to work cooperatively with the local Department of Human Services office and SPOKES program
- Ability to work effectively as a member of an educational team
- Possess excellent organizational skills and ability to use technology in the responsibilities of this position
- Must be willing to attend 4 hours of pre-service prior to conducting the first assessment session

Duties and Responsibilities:

1. Administer TABE, LNS, EHI, and WorkKeys assessments to client/student referrals from local DoHS offices in the eastern region of WV
2. Prepare local and state reports as required by the AE/TANF program
3. Coordinate TABE, LNS, EHI, and WorkKeys assessment sessions with local DoHS offices
4. Communicate closely with the local West Virginia DoHS offices
5. Travel to multiple counties to conduct assessment sessions (Travel reimbursement is provided.)
6. Provide copies of assessment outcomes and Learning Needs Screening (LNS) and Emotional Health Inventory (EHI) to local DoHS in a timely manner
7. Attend assessment staff meetings and professional development conferences as scheduled
8. Perform other duties related to the AE/TANF program as assigned by the Director or Designee

Additional Expectations of the Selected Candidate:

1. Protects the privacy, confidentiality, and security of all information pertaining to WVAdultEd students according to WVAdultEd and EPIC policies.
2. Works effectively as a member of an educational team.
3. Demonstrates self-control and exhibits an attitude of mutual respect.
4. Behaves ethically and demonstrates good work habits, including punctuality and attendance.
5. Works collaboratively with personnel from other agencies.
6. Demonstrates enthusiasm and creates a positive learning environment.

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties may be assigned.

Reports To: EPIC Adult Education Director; EPIC Administrator

Conditions of Employment: Recommended by the EPIC Adult Education Director and EPIC Administrator;
Confirmed by the EPIC Regional Council

Start Date: Immediately following the hiring/onboarding process

Application Process: EPIC will accept applications two ways:

Online application can be made via Teach-In West Virginia Application System by clicking on the link below.
Please note: To be able to view EPIC positions and make application online, you must select EPIC as one of your location choices within the Teach-In West Virginia Application System.

[Use this link to go to the online application system.](#)

Hard copy EPIC application can be found at www.epicresa8.org/workforus

Mail to 109 South College Street, Martinsburg, WV 25401 Attention: Human Resources
Email to Terri Hickerson at terri.hickerson@wvesc.org
Fax to 304-267-3599 Attention: Human Resources

This position will remain open until filled or no longer needed.