



Michigan
Talent Investment Agency
Department of Talent and Economic Development

LIVER STAFF DUTIES & PARTNERSHIPS: MOVING VETERANS FORWARD

State of Michigan: Michigan Talent Investment Agency (TIA)

Veterans' Employment Services

Presented by Rebecca Flemming



What is a LVER and Who is a LVER?

- The term LVER stands for:
 - Local
 - Veteran
 - Employment
 - Representative

- Currently, the LVER staff are:
 - **Allen Nash**, Administrative Manager, Field Services/LVER
 - **Joe Swyrtek**, Employment Services Manager/LVER
 - **Jerry Merrell**, Employment Services Manager/LVER
 - **Daniel Hurlbert**, Employment Services Manager/LVER
 - **Rebecca Flemming**, Employment Services Manager/LVER

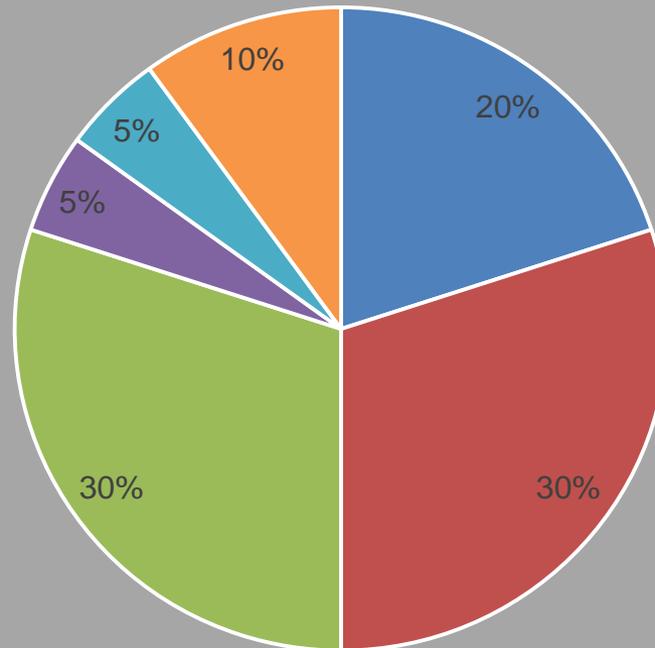


Time, Task and Functions

Time Management Overview:

A breakdown of the LVER duties

Time Management Chart



■ Coordination with employers

■ Facilitate Training

■ Outreach with Apprenticeships

■ Preparing Marketing Materials

■ Miscellaneous

■ Coordination with BSP teams



Coordination with Employers

20%

- Our LVER staff are tasked to coordinate with employers in various areas. This coordination should be to enhance employment, training and placement opportunities for veterans.

 - In order to achieve this task, it is recommended that each LVER:
 - Develop a strong working relationship with all MWA partners in Michigan.

 - Actively promote TIA programs and services to all employers whenever possible.

 - Work closely with all Business Service Representatives (Professionals) BSP on a daily basis.

 - Support and Participate in job and career fairs within the local area. Maintain daily contact with Regional Managers on opportunities for veterans.
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Facilitate Training 30%

■ LVER's are required to assist their Regional Managers with the constant progress and improvements of policies and procedures to aide in facilitating training and employment opportunities to veterans in the State of Michigan.

■ This task is achieved by:

- Attending meetings with Regional Managers on a consistent basis.
- Providing recommendations, observations and tools to facilitate training.
- Collect Information from the community that may be useful for veterans.
- Work in partnership with the Regional Manager to analyze data, conduct research and develop strategies to improve “job readiness” processes for veterans.
- Assist with development of state-wide policies that support and develop the program.



Outreach, Unions & Apprenticeships

30%

- It is important to **conduct outreach activities** that help develop relationships with unions, apprenticeship programs, and local businesses within the region to aid veterans with access to credentialing, licensing opportunities or other job related information.
- This activity is accomplished by:
 - Acting as a direct liaison to organizations that offer these services in designated areas.
 - Attend meetings with various partners and actively work on special projects that promote these services.
 - Inform **TIA Leadership** about special projects and provide details on all activities.



Coordination with Business Service Teams

10%

- It is important to **coordinate with all business service teams** within the region in a cohesive and professional manner. The relationships developed with BSP teams will aid in connecting with local businesses and help aid veterans with access to employment opportunities or other job related information.
- This activity is accomplished by:
 - Recommending **TIA programs and services** to all BSP teams and clients as needed.
 - Attending BSP meetings weekly and connecting with the Michigan Works! partners throughout the region.
 - Stay knowledgeable of all career fairs, hiring events and employment opportunities.
 - Ensure that you maintain an open line of communication with the BSP teams and assist those teams as needed.



Preparing Marketing Materials

5%

- Some special projects will require special marketing materials created for that specific event. The LVER role is to work with your Regional Manager to create visual, creative and functional tools that promote these events.
- These marketing tools will need to be in both hard and electronic copy.
- It is strongly recommend that to adhere to the following to achieve this task:
 - Never run, print or use any materials with out full TIA Management approval first.
 - Refrain from any negative or derogatory remarks on materials created.
 - Be mindful of the entire veteran population that is served.
 - Seek guidance, feedback and input from your Regional Manager throughout the creation process.
 - Stay within project time completion dates to ensure work is completed on time.



Miscellaneous Related Duties 5% or More

- In addition to the core duties discussed in this training, it is important to note that LVER's may be **assigned additional duties** and will be required to perform those duties.

- Some examples include, but are not limited too:
 - Assisting with events, projects, outreach, etc.
 - Filling in for the Regional Manager at events, when needed.
 - Mentoring Veterans Career Advisors and providing direct leadership.
 - Secure certification as a: Certified Business Service Professional.
 - Attend and complete required NVTI training as directed.



LVER Reports & Forms

■ There are some specific **reports and forms LVER staff** use, they include, but are not limited to the following:

- LVER Monthly Report
- Employability Assessment Check List
- Job Readiness Check List
- Quarterly Department of Labor Reports
- Chapter 31 Referrals & Other VCA tools

■ We will discuss each of these briefly during this training session.

■ It is very important to turn in all reports to the Regional Manager on time.

■ All work turned in should also ensure that all files are organized and neatly maintained at all times.



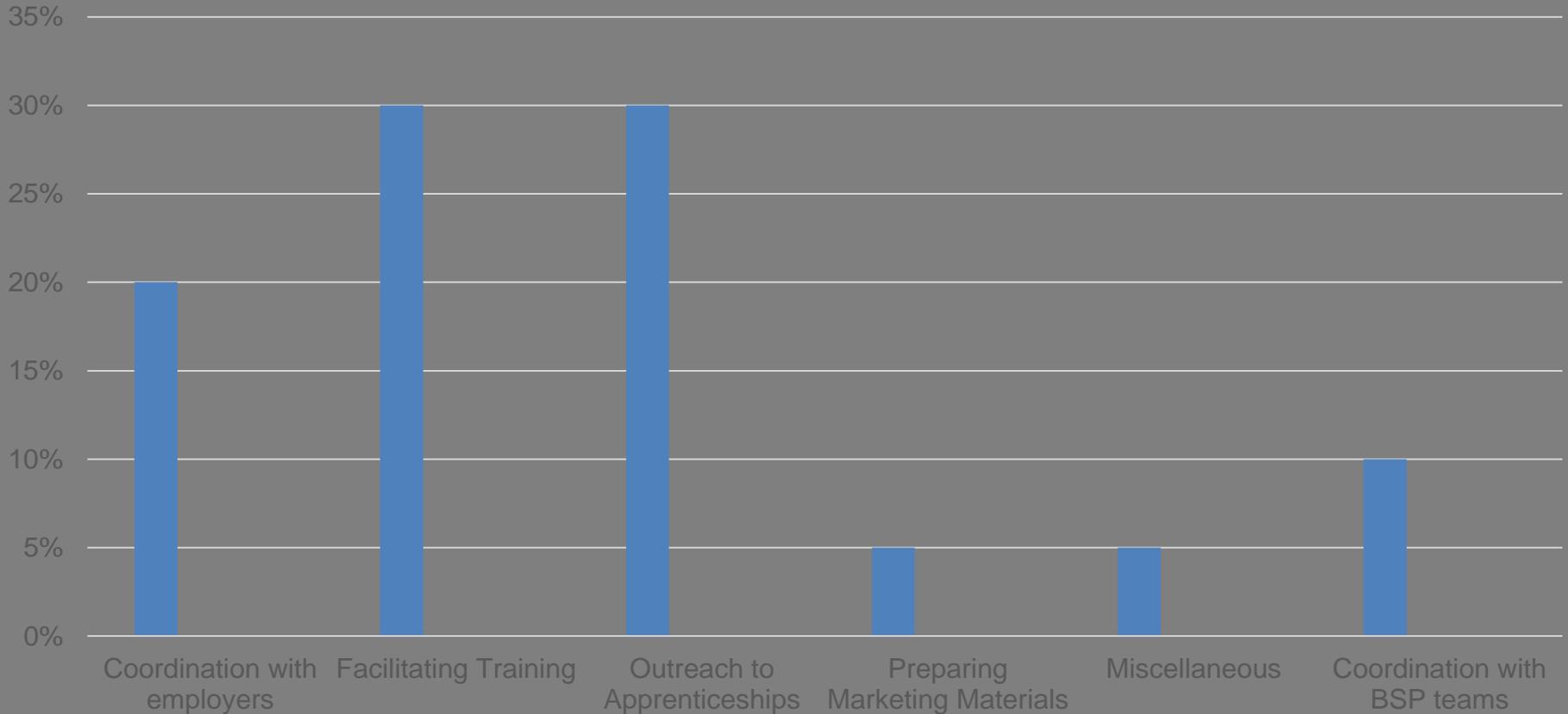
The LVER Role in Review:

- LVER staff provide training on a variety of topics, most are veteran specific
- LVER staff conduct outreach activities, which are designed to increase employment opportunities for veterans
- LVER staff coordinate with several Business Service Teams to meet the needs of veterans
- LVER staff create and distribute marketing materials to promote **TIA programs**
- LVER staff have a number of reports they are required to complete each month
LVER may have additional duties which include but are not limited to:
 - Managing Special Projects
 - Mentoring other staff
 - Attending & securing job specific credentials (NVTI)



Final Review

Work Percentages





Conclusion

- In **conclusion**, this training is designed to give you a basic overview of the job duties assigned to our LVER team. It is our mission to work well with all MWA partners and Business Services Representatives or Business Services Professionals to help facilitate opportunities for veterans in the State of Michigan.
- Remember, often times the LVER is tasked to cover a large geographic area, but may be the ***only voice*** for veterans at many events that they attend. We want our LVER voice to count...the veterans in the State of Michigan are depending on them, so engage with them and promote them!
- The floor is now open for questions, comments and feedback, thank you.



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