



JOB ANNOUNCEMENT

CAREER NAVIGATION SPECIALIST (CNS)

ORGANIZATION

Anne Arundel Workforce Development Corporation, (AAWDC) is a nationally recognized, innovative workforce development organization that provides high-quality workforce development services to drive purposeful change in Anne Arundel County and across Maryland. AAWDC is the bridge between understanding the workforce and talent development needs of local and regional businesses and preparing individuals to meet their full career potential. AAWDC's vision, mission, and core values are at the heart of the way the organization achieves success. AAWDC is seeking three Career Navigation Specialists with areas of focus working with the following populations:

- Disadvantaged Youth
- Adults
- Individuals with Disabilities

OVERVIEW OF RESPONSIBILITIES

The Career Navigation Specialist is responsible for assessing customers and developing customized job-readiness plans based on customer career levels including those who are starting their careers; transitioning into new careers; advancing their careers. The Career Navigation Specialist assesses barriers to employment and develops solutions for overcoming those barriers. The Career Navigation Specialist connects customers to training and employment opportunities that lead to financial self-sufficiency. The Career Navigation Specialist tracks and reports customer progress through data management systems.

POSITION REQUIREMENTS

- Assists customers in the usage of self-service resources;
- Conduct orientations for job seekers to provide an overview of available services;
- Assess new customer and career coach clients for intensive services;
- Shares labor market information with job seekers to enable informed decisions on labor trends and economic conditions;
- Interviewing job seekers to assess skills and needs using the automated system to complete, review and update customer registration;
- Refer job seekers to training and/or supportive services to improve their job readiness by utilizing community, training, and educational resources;
- Engages in job development activities with community organizations, and agencies to identify employment needs, gain feedback on job seeker needs, and develops strategies for optimizing results;
- Identifying potential job matches of job seeker skills with job qualifications;
- Refer qualified seekers to job openings job by utilizing the MWE;
- Collaborate with internal and external partners to organize and support recruitment activities including, but not limited to job fairs, presentations to community-based job seeker support groups, and related outreach activities;
- Provides case management, recruitment, job development, placement and retention activities;

POSITION REQUIREMENTS - Continued

- Performs reporting functions to include case management notes, job placement data, follow-up information, etc. into the computer tracking system, in compliance with federal, state and company policies ;
- Prepares written communications, to include progress reports, fliers, brochures, calendars, in partnership with the Communications and Outreach Coordinator;
- Attends conferences, staff meetings, and AAWDC functions, as assigned.
- Conducts oral presentations to small and large groups;
- Other duties as assigned.

Skills and Certifications

Knowledge of and experience in compliance with organizational policies, established procedures, regulatory requirements, and federal and state laws. Knowledge of career counseling theories and techniques, including the impact of cultural values and unique needs of a diverse population, must be demonstrable. Experience in preparing and conducting client workshops. Excellent organizational skills to include the ability to prioritize work and manage deadlines successfully. Commitment to outstanding service delivery, teamwork and client outcomes must be verifiable through references. Proficiency in Microsoft Office Suite, to include Excel and Word.

Education Background

A.A. degree in human resources, human services, social services, education or related field is required. B.A. is preferred with two years of directly related experience, in addition to the experience (requirement, may be considered instead of degree attainment). Minimum of two years of recruitment/employment service experience to include client assessment is required.

CORE COMPETENCIES REQUIRED FOR THIS POSITION

AAWDC is driven by three core values in ensuring which guide Anne Arundel County is the best place to live, work and start a business. Our values guide the way that we work with business, job seekers, and partners.

- **Innovation:** AAWDC exercises creativity and vision to drive purposeful change that impacts both business and job seekers.
- **Collaboration:** AAWDC partners with public and private entities to effectively address the workforce needs of the region and maximizes impact.
- **Excellence:** AAWDC is a premier workforce provider delivering products and services that lead to meaningful results.

To Apply: Send cover letter with salary requirements and resume to jobs@aawdc.org. Best consideration by Friday, August 31, 2018.

No phone calls or mailed applications will be accepted. Only selected job applicants will be contacted.

Anne Arundel Workforce Development Corporation (AAWDC) is an Equal Opportunity Employer