

## JOB ANNOUNCEMENT

### Career Navigation Specialist I (CNSI) – Re-Entry

#### 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 Talent Consultant I to work with special populations.

#### 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. CNS will work with individuals with criminal justice contact. 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. The CNS will work with individuals within a county correctional facility as well as in the community, with a focus on connecting individuals to permanent employment.

#### POSITION FUNCTIONS

- Provide career development related services including but not limited to: resume/cover letter assistance, supervised online job applications, workshops on career development topics, assessment of occupational interests, career counseling and transition planning into the community.
- Work with the Department of Detention Facilities to support their work release program as well as any department initiatives.
- Work with individuals in the community, providing a wide range of career development services including barrier removal.
- Present workshops for both the detention facility and the career center.
- Provide job development services to re-entry clients including identifying potential job opportunities that match skills.
- Support AAWDC Community Career Connection sites, providing expungement and other related services to residents in the community.
- Refer job seekers to training and/or supportive services to improve their job readiness by utilizing community, training, and educational resources.
- Engage 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.
- Interview job seekers to assess skills and needs using the automated system to complete, review and update customer registration.
- Assist customers in the usage of self-service resources.
- Share labor market information with job seekers to enable informed decisions on labor trends and economic conditions.
- Perform reporting functions to include eligibility, enrollment, case management notes, job placement data, follow-up information, etc. into the computer tracking system, in compliance with documentation requirements.
- Prepare written communications, to include progress reports, flyers, brochures, calendars, in partnership with the Communications and Outreach Coordinator.
- Attend conferences, staff meetings, and AAWDC functions, as assigned.
- Conduct 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. Basic knowledge of the laws and regulations that govern the criminal justice system. Knowledge of career counseling theories and techniques, including the impact of cultural values and the unique needs of a re-entry population, must be demonstrable. Experience working with the business community. Experience in preparing and conducting client workshops and job development. 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, education, criminal justice or related field is required. B.A. is preferred with two years of directly related experience in recruitment/employment service to include client assessment.

### CORE COMPETENCIES REQUIRED FOR THIS POSITION

AAWDC is driven by three core values in ensuring which guide Anne Arundel County is the best place. Our values guide the way that we work with business, job seekers, moreover, 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](mailto:jobs@aawdc.org). Best consideration by Friday, February 22, 2019.

**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**