

## **VACANCY ANNOUNCEMENT**

### **CAREER NAVIGATION SPECIALIST – YOUTH**

**Status:** Full-time, exempt

**Reports To:** Youth Services Manager

**Location:** Career Center

**Internal Posting Date:** August 2, 2019

Internal Applicant Closing Date: August 16, 2019

### **General Summary/Purpose**

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 of various populations including youth. The Career Navigation Specialist assesses barriers to employment and develops solutions for overcoming those barriers. The Career Navigation Specialist connects youth 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 career center as well as in the community.

### **Specific Duties & Responsibilities**

- Provide career development services including but not limited to: career exploration, skills and aptitudes assessments, resume / cover letter assistance, supervised online job applications, workshops on career development topics, and career counseling.
- Work with the partner agencies to ensure services are aligned and customers are served.
- Work with individuals in the community, providing a wide range of career development services including barrier removal.
- Present workshops for both the career center and the community sites.
- Refer youth to training and/or supportive services to improve their job readiness by utilizing community, training, and educational resources;
- Assist in job development activities with community organizations, businesses and agencies to identify employment needs, gain feedback on job seeker needs, and develop strategies for optimizing results;
- Interviewing job seekers to assess skills and needs using the automated system to complete, review and update customer registration;
- Conduct orientations for job seekers to provide an overview of available services;
- Assist customers in the usage of self-service resources;
- Share labor market information with youth to enable informed decisions on labor trends and economic conditions;
- Perform activities tracking function 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, fliers, brochures, calendars, in partnership with the Communications and Outreach department;
- Attend conferences, staff meetings, and AAWDC functions, as assigned.
- Conduct oral presentations to small and large groups;
- Other duties as assigned.

### **Minimum Qualifications (Mandatory)**

- A.A. degree in human resources, human services, education, social services 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.
- AAWDC Equivalency Formula: 30 undergraduate degree credits (semester hours) or 18 graduate degree credits may substitute for one year of experience. Additional related experience may substitute for required education on the same basis. For jobs where equivalency is permitted, up to two years of non-related college course work may be applied towards the total minimum education/experience required for the respective job.

### **Preferred Qualifications**

- Knowledge of career counseling theories and techniques, including the impact of cultural values and unique needs of a targeted populations, must be demonstrable.
- Experience in preparing and conducting client workshops and job development.
- Understanding the needs and barriers of special populations and strategies of addressing those.
- Collaborate with internal and external partners.

### **Special Knowledge, Skills, And Abilities**

- Highly analytical, perceptive, curious and with sound judgment.
- Proactive attitude and problem-solving ability.
- Excellent written and verbal communication and customer service skills.
- Strong organizational skills with great attention to detail.
- Ability to work individually and within a highly collaborative team environment.
- The position requires intermediate skills in Microsoft Office Suite, to include Excel and Outlook.

### **Internal Applications**

If you meet the qualifications above, please submit your cover letter and resume, to [jobs@aawdc.org](mailto:jobs@aawdc.org). *Internal applications will be accepted through August 16, 2019.*

Anne Arundel Workforce Development Corporation is an equal opportunity employer, with a strong commitment to a diverse workforce. We encourage all qualified applicants to apply regardless of gender, age, color, national origin, disability, or any other protected characteristic.