

VACANCY ANNOUNCEMENT

Career Navigation Specialist (Meade)

Status: Full-time, exempt

Reports To: VP, Job Seeker and Community Services

Location: Career Center

Internal Posting Date: September 26, 2019

Internal Closing Date: October 10, 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. 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.

Specific Duties & Responsibilities

- 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;
- Assess new customer and career coach clients for intensive services;
- Collaborates 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;
- Interviewing job seekers to assess skills and needs using the automated system to complete, review and update customer registration;
- Conducts orientations for job seekers to provide an overview of available services;
- Identifying potential job matches of job seeker skills with job qualifications;
- Refers qualified job seekers to job openings by utilizing the automated system;
- Assists customers in the usage of self-service resources;
- Shares labor market information with job seekers to enable informed decisions on labor trends and economic conditions;
- Performs 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;
- Prepares written communications, to include progress reports, fliers, brochures, calendars, in partnership with the Communications and Outreach Manager;
- Attends conferences, staff meetings, and AAWDC functions, as assigned.
- Conducts oral presentations to small and large groups;

- Provides case management, recruitment, job development, placement and retention activities;
- Other duties as assigned.

Minimum Qualifications (Mandatory)

- AA. degree in human resources, human services, education, social services, public administration or related field is required.
- Two or more years in human services, to include a minimum of 3 years supervisory and program development experience.
- 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.
- Knowledge of and experience in compliance with organizational policies, established procedures, regulatory requirements, and federal and state laws.
- Knowledge of Anne Arundel County human service organizations, demographics, and communities is highly recommended.
- Experience in preparing and conducting workshops, job development and events for youth.
- Community advocacy and a commitment to delivery of exceptionally culturally sensitive programs must be demonstrable.

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.
- Commitment to outstanding service delivery, teamwork and client outcomes must be verifiable through references.
- 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. *Internal applications will be accepted through October 10, 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.