

VACANCY ANNOUNCEMENT

TALENT CONSULTANT/SPECIAL POPULATIONS – JOB DEVELOPER

Status: Full-time, exempt

Reports To: VP, Job Seeker and Community Services

Location: Career Center

Internal Posting Date: August 1, 2019

Internal Applicant Closing Date: August 12, 2019

General Summary/Purpose

The Talent Consultant/Special Populations connects qualified and skilled job candidates to employment opportunities that align with a career pathway. The Talent Consultant I/Special Populations understands the labor market as well as industry career pathways. The Talent Consultant/Special Populations has knowledge of current effective approaches being used to assist individuals within targeted populations with facilitating community integration through employment. The Talent Consultant I/Special Populations works with the Career Navigation Specialist to ensure candidates are job-ready by preparing candidates for interviews, reviews resume and review essential workforce skills and cultural fit required by the business. Talent Consultant/Special Population will work with individuals using a trauma-informed and asset based approach to assist participants meet their employment goals. Talent Consultant/Special Populations works with businesses to identify solutions that align the jobseeker to the job, using workforce development strategies which include training models. Talent Consultant/Special Populations must be able to develop innovative strategies to cultivate and increase partnerships with employers. Talent Consultant/Special Populations represents AAWDC in the business community and collaborates with all AAWDC business-facing staff.

Specific Duties & Responsibilities

- Establishes and fosters contacts in the business community to secure work experience training and job placement opportunities for individuals with disabilities and other qualified candidates;
- Develops recruitment strategies; which may include comprehensive recruitment campaign planning and talent planning;
- Develops, secures, and maintains job advancement opportunities for high-barrier populations; to include but not limited to: individuals with disabilities, older workers, low literacy adults and other targeted populations.
- Identifies future occupational needs and proactively sources and works with the Disability Resource Coordinator/Project Manager to develop work experience and training opportunities;
- Provides consultation, guidance, and disability awareness training (as needed) to employers and educational program representatives to foster positive partnerships;
- Utilizes customized employment processes when developing employment and training opportunities;
- Manages the recruitment process, including initial assessments, interviews, and offers;
- Assists and monitors candidates throughout the interview and placement process;
- Provides retention services to all participants who are placed into jobs and certificate programs;
- Be aware of and responds accordingly to any specific needs of the participants, including barrier removal, mental health safety, accommodation needs, etc.;
- Uses State applicant tracking system and other databases to track applicants through the selection phase through to onboarding;
- Meets placement goals as set by the Disability Resource Coordinator/Project Manager;
- Completes in an accurate and timely manner all monthly participant reports, case notes, and other supporting documentation.

- Other duties as assigned.

Minimum Qualifications (Mandatory)

- A minimum of education and/or experience equivalent to a position-related bachelor's degree is required. Relevant degrees may include Special Education, Psychology, Social Work, Sociology, Human Services, Rehabilitation Counseling, or other closely related fields.
- A minimum of 3 years of recruitment experience in the fields of education, vocational rehabilitation, workforce development, human services, or non-profit organizations serving targeted populations such as, persons with differing abilities and older workers, is preferred.
- Additional experience will be considered in lieu of bachelor's degree.
- 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

- Ability to successfully identify appropriate employment opportunities.
- Ability and experience building relationships with businesses.
- Understanding of needs and barriers of special populations.
- 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@awdc.org. *Internal applications will be accepted through August 12, 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.