



JOB ANNOUNCEMENT

Talent Consultant I (TC) – Special Populations

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 for our Maryland Tech Connection Initiative.

OVERVIEW OF RESPONSIBILITIES

The Talent Consultant I/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 I/Special Populations has knowledge of current effective approaches being used to assist individuals within targeted populations by 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 I/Special Population will work with individuals using a trauma-informed and asset-based approach to assist participants to meet their employment goals. Talent Consultant I/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 I/Special Populations must be able to develop innovative strategies to cultivate and increase partnerships with employers. Talent Consultant I/Special Populations represents AAWDC in the business community and collaborates with all AAWDC business-facing staff.

POSITION FUNCTIONS

- 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.



Skills and Certifications

This position requires the ability to identify appropriate employment opportunities successfully. Collaborates with internal and external partners. 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.

Education Background

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 bachelors degree.

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, January 25, 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