



Position Announcement

Today's Date: 10/12/2016

Posting #: 8454

Job title: **Career Navigator**

FLSA/ Code/ Status: **Nonexempt / 1223 /CUB unrepresented**

Location: **Employment Connection Center/ 1410 Bush Street, 1st Floor**

Starting Salary: \$33,263

Status: **Temporary with Benefits**

Position Overview:

Work involves coordination of all services between job seekers, training providers and employers.

Typical Examples of Work Performed:

- Maintains updated information on programs and services available for client / customer population.
- Assists client / customer to navigate through educational and employment resources in the Baltimore metropolitan area.
- Aggressively promotes program services and initiatives throughout the community using all forms of media including electronic mechanisms, bulletin boards, newsletters, posters, etc.
- Organizes training specific outreach events for job seekers.
- Provides comprehensive case management and conducts individual and group assessment sessions with program participants to facilitate their transition to post-secondary education and/or regular full-time or part-time employment or training.
- Determines eligibility for training programs and explain the program to candidates, and secures written consent for program participation.
- Enrolls participants into the Maryland Workforce Exchange or other data tracking systems as designated by the contract.
- Maintains updated case notes on all clients / customers.
- Works closely with participants while enrolled in the Employment Connection Center and instructs participants in 21st Century Job Readiness Curriculum.
- Develops and maintains good working relationships with all grant partners and other Mayor's Office of Employment Development (MOED) team members.
- Performs outreach activities to generate job opportunities for clients / customers; schedules interviews and follows up with client / customers and employers to obtain outcomes.
- Facilitate accomplishments of major partnership proposal goals.
- Develop and maintain Individual Opportunity Employment Plans (IOP IEP) for each client/ customer participating in case management.
- Facilitates the development/implementation of follow-up services for program participants on assigned caseload.
- Submits written reports as requested by supervisor on time.

- Performs other duties as required.

Key Attributes:

- Knowledge of the economic, cultural and social characteristics of the area.
- Ability to assess employment readiness of participant job seekers.
- Ability to work as a member of a team to assure project completion.
- Ability to prioritize and organize multiple tasks in order to meet deadlines.
- Ability to communicate with private sector employers regarding workforce needs.
- Ability to maintain effective working relationships with client/ customers, partner personnel, program associates, and the general public.
- Ability to express ideas, and follow directions, both orally and in writing.
- Ability to maintain confidentiality.
- Strong presentation skills.
- Ability to administer and interpret educational and career aptitude assessments a plus.
- Knowledge of counseling methodology preferred.
- Ability to analyze statistical reports.
- Ability to apply research methodology to local community programs.
- Must be computer literate and possess an intermediate skill in word processing, spreadsheet, and database applications. (i.e. MS Word, Excel, Access, etc.). Internet & email accounts, various computerized tutorials and computer job search tools.

Required Education & Experience:

- Completion of at least three years at an accredited college or university including courses in psychology, business administration, marketing, counseling, or related field.
- Three years of experience providing supportive services or experience working with the employer community.
- Or, any equivalent combination of acceptable education and experience.

Special Requirements:

- Maryland driver's license and daily access to an automobile.
- Availability to work evenings and weekends as required.
- Criminal Background Investigation.

MOED Employees receive priority consideration for open positions and must apply within 5 days of posting.

All other qualified applicants should submit a resume to the MOED Human Resources Department at 417 E. Fayette Street, Suite 466, Baltimore, MD, 21202; via fax: (410) 396-8132 or via email: resumes@oedworks.com. Please place job title and posting number in the subject line.