



Position Announcement

Today's Date: 04/06/2017 **Posting #:** 8469
Job title: CAREER NAVIGATOR
FLSA/ Code/ Status: Nonexempt / 1223 /CUB unrepresented
Location: Gilmore Homes/Northwest Career Center
Starting Salary: \$38,000-\$45,000
Status: Temporary with Benefits

Position Overview:

The Career Navigator's primary responsibilities are to provide employment, training, career planning and placement services to the Residents of Gilmor Homes. Majority of the job duties will be accomplished onsite at the Jobs Plus program located at Gilmor Homes.

CAREER NAVIGATOR POSITION TASK

- Serve as a liaison with the One Stop Career Centers for employment related services.
- Provide updates on workforce and labor market trends.
- Serve as a liaison with vendors under contract with MOED who will provide employment/training services and vocational instruction.
- Maintain updated information on employment programs for clients.
- Provide clients with educational and employment resources.
- Aggressively promote MOED program services and initiatives throughout the Gilmor Homes community using all forms of media including electronic mechanisms, bulletin boards, newsletters, posters, etc.
- Organizes training and career specific outreach events for job seekers.
- Provide comprehensive case management and conducts individual and group assessment sessions with program participants to facilitate their transition to post-secondary education, full-time/part-time employment/training and or apprenticeship placement.
- Determines eligibility for training programs and explains the program to candidates, and secures written consent for program participation.
- Enrolls participants into the Maryland Workforce Exchange and other data tracking systems designated by the Jobs Plus Program contract.
- Maintains updated case notes on all clients.
- Guides job search, conducts assessment for skills training, individualized job preparation, career exploration/counseling, resume writing, placement assistance, job retention and follow up services, while clients are enrolled in Jobs Plus program and instructs participants in 21st Century Job Readiness Curriculum.
- Develop and maintains good working relationships with all Jobs Plus Program staff, employers, grant partners and Mayor's Office of Employment Development (MOED) team members.
- Perform outreach activities to generate job opportunities for clients; schedules interviews and follows up with client and employers to obtain outcomes for job placement, data entry into tracking system(s), and to generate reports.

- Track and document accomplishments of Jobs Plus Program participants and career navigator goals.
- Develop and maintain Individual Opportunity for Employment Plans (IOEP) for each client participating in case management.
- Facilitates the development/implementation of follow-up services for program participants on assigned caseload.
- Submits biweekly written reports as requested by supervisor on time.
- Provides updates on workforce and labor market trends.
- Performs other duties as required.

REQUIRED KNOWLEDGE AND ABILITIES

- Knowledge of the economic, cultural and social characteristics of the population and the community.
- Ability to assess employment readiness of participant job seekers.
- Ability to work as a member of a team to assure project goals/outcomes.
- Ability to prioritize and organize multiple tasks in order to meet deadlines.
- Ability to communicate with public/private sector employers regarding workforce needs.
- Ability to maintain effective working relationships with program participants, associates, partner personnel, and the general public.
- Ability to develop and facilitate training programs, express ideas, and follow directions orally and in writing.
- Ability to maintain confidentiality.
- Strong communication and presentation skills.
- Ability to administer and interpret educational, career aptitude assessments and planning tools.
- Knowledge of counseling methodology preferred.
- Ability to analyze statistical reports.
- Ability to apply research methodology to local workforce and community supportive 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 three years of higher education course work at an accredited college or university including courses in psychology, business administration, marketing, counseling, economics or related field.
- Three years of experience providing career supportive services or experience working with the employer community.
- Or, any equivalent combination of acceptable professional work, education, business, and management 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 468, 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.