



Position Announcement

Today's Date: 02/01/2019

Posting #: 8516

Job title: **Career Navigator**

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

Location: **Westside Youth Opportunity Center
1510 W Lafayette Avnue**

Salary Range: \$34,607-\$60298

Position Overview:

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

About the Mayor's Office of Employment Development (MOED)

The mission of the Mayor's Office of Employment Development coordinates and directs workforce development initiatives responsive to the needs of Baltimore City employees and job seekers in order to enhance and promote the local economy. Our vision is for every City resident to maximize his/her career potential and all employers have the human resources to grow and prosper.

Typical Examples of Work Performed:

- Provides comprehensive case management and conducts individual and groups workshops
- Determines eligibility for the program and secures written consent for program participation Maintains updated information on programs and services available for client / customer population.
- Enrolls participants in case management systems.
- Maintains updated case notes on clients / customers as well as casefiles.
- Develop and maintain training plans for each client/ customer participating in the designated program.
- 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.
- Assist in assigned caseloads transition to post-secondary education and/or regular full-time or part-time employment or training.
- Develops and maintains good working relationships with all partners, the community college, the evaluators and the Mayor's Office of Employment Development (MOED) team members.
- Performs outreach activities to generate job opportunities for clients / customers; schedule interviews and follows up with client / customers and the employer to obtain outcomes.
- Demonstrated experience in coordinating leadership development activities for young adults.
- Facilitate accomplishments of major partnership proposal goals.
- Facilitates the development/implementation of follow-up services for program participants on assigned caseload.

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- 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.

Interested applicants may submit their resume

via email: resumes@oedworks.com please place job title and posting number in the subject line

via fax: to 410-396-8132; please place job title and posting number on fax cover

via mail: 417 E. Fayette Street, Suite 468, Baltimore, MD, 21202- Attn HR;

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