



Position Vacancy Announcement

Today's Date: 9/11/2019

Posting #:8537

Job Title: Career Navigator

Location: Mobile Workforce Career Center

Starting Salary: \$35,299

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

May work an occasional evening or weekend

Status: Full-time, Regular with Benefits

Position Overview:

The **Mayor's Office of Employment Development (MOED)** seeks a Career Navigator for the Mobile Workforce Center to provide workforce services to specified Baltimore City neighborhoods. The ideal candidate will have extensive experience as follows: resume preparation, career counseling and knowledge of the local labor market; able to build relationships and maintain communication with community organizations and residents; manage and maintain tracking data; deliver workshops; and demonstrate courtesy, tact, empathy, and politeness to diverse populations.

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 employers 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.

Essential Duties and Responsibilities:

- Conduct individual and group assessment and job readiness sessions with participants to facilitate transition into regular full-time or part-time employment and training.
- Develop and maintain good working relationships with the community. Conduct outreach and promote services to draw traffic to the MWC.
- Data enter customer case notes, activities completion, assessment results, and job placements.
- Work with job seekers to develop and or update resumes.
- Develop and conduct workshop sessions which seek to accomplish one or more of the following objectives:
 - 1) Provide instruction in job seeking, job retention and all related aspects of the world of work,
 - 2) Motivate interest;
 - 3) Build self-esteem; and
 - 4) Foster positive attitudes.

- Assess customers’ employment needs, skills and abilities; identify and make connections with needed support services and make referrals.
- Work collaboratively with Business Services Representative to coordinate smooth transition of “employment ready” job seekers.
- Facilitate and track employment for assigned number of jobseekers, making appropriate referral and placement in training opportunities and/or jobs.
- Achieve program performance goals regarding service delivery and placement in jobs or further training.
- Update and submit monthly reports that include:
 - 1) Number of participants and services delivered.
 - 2) Resource and employer connections.
 - 3) Participant referrals internally to BSR.
 - 4) Referrals to external resources and placements.
- Perform other duties as required.

Knowledge, Skills and Abilities:

- Develop, foster and maintain effective working relationship with MOED clients, program participants/ customers, co-workers, public and private agency staff
- Verbal and written communication skills; Presentation skills to conduct workshop training
- Solid organizational skills; execute work assignments on time in format required
- Proficient in MS Office Product Suite to include MS Word, Excel, Outlook
- Capable of learning and using designated Agency and/or City/State software programs as required

Required Education & Experience:

- Two years of college with coursework in Psychology, Human Services or related subject; four year, Bachelor’s degree preferred
- Two years of experience in vocational rehabilitation, job development, or related human service field
- Global Career Development Certification is desirable, or an
- Equivalent combination of acceptable education and experience

Special Requirements:

- Must complete pre-employment requirements which includes a criminal background investigation
- Ability to work weekends and evenings as required.

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;.

**MOED is an Equal Opportunity Employer
EOE/M/F/D/V**