



## **Job Posting Announcement**

**Posting Date:** May 29, 2020  
**Posting Number:** 1166578  
**Classification:** Contact Tracer Support  
**Functional Job Title:** Career Navigator  
**Grade/Salary Range:** 96D (\$30,000- \$65,000)  
**Location:** Remote/Telework  
**Status:** Temporary Position

### **Position Overview:**

This position will provide job coaching and other career development support to temporary staff members at the Baltimore City Health Department (BCHD) who are part of the team responding to COVID-19. The Career Navigator will work with temporary staff members from the time of hire through their transition into permanent positions following employment.

Work involves coordination of all services for participants on assigned caseload. Services include various combinations of the following: career counseling, assessment, employability development planning, motivational and world of work workshops, job development, and job placement.

### **Essential Duties and Responsibilities:**

- Maintain updated information on programs and services available for participants
- Assist participants with educational and employment resources in the Baltimore metropolitan area
- Provide comprehensive case management and conduct individual and group assessment sessions with program participants to facilitate their transition to regular full-time or part-time employment, training, and/or post-secondary education
- Maintain updated case notes on all participants
- Implement work-based learning opportunities and oversee performance
- Provides counseling support to both participants and employer to ensure job completion and positive termination/placement
- Develop and maintain a collaborative relationship with MOED, BCHD, other partners, local organizations, and business stakeholders in an effort to link customers to workforce resources and employment support services
- Perform outreach activities to generate job opportunities for participants, schedules interviews, and follow up with participants and employers
- Work with designated staff to collect data for funders, including but not limited to exit surveys, quarterly surveys, customer satisfaction surveys, and employer satisfaction surveys
- Develop and maintain individual employment plans for each participant
- Facilitate the development and implementation of follow-up services for participants on assigned caseload
- Submit written reports as requested by supervisor on time and in format requested
- Perform other duties as required

### **Knowledge, Skills and Abilities:**

- Resident of Baltimore city with good knowledge of city's neighborhoods and resources
- Experience working with individuals from racially and economically diverse backgrounds

- Ability to assess employment readiness of 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 participants, partners, program associates, and the public
- Ability to express ideas, both orally and in writing
- Proficiency with word processing, spreadsheet, and database applications including MS Word and Excel

**Required Education and 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 education and experience

**Interested applicants may submit their resume via email [resumes@oedworks.com](mailto:resumes@oedworks.com).**

**Please place Job Title and Posting Number in the subject line.**

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