



Job Posting Announcement

Posting Date: 10/27//2020

Posting #1258830

Classification: Human Services

Functional Job Title: Career Development Facilitator

Division: Workforce Operations

FLSA/Bargaining Unit: Non-Exempt/CUBS Unrepresented

Grade/Salary Range: 918 (\$35,299- \$61,504)

Location: Workforce Reception Center 100 W. 23rd St., Baltimore MD 21218

Status: Fulltime/ Regular w/Benefits

About City of Baltimore, Mayor's Office of Employment Development:

The Mayor's Office of Employment Development (MOED) 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 – *a workforce system that works.*

Position Overview:

A **Career Development Facilitator** job responsibility involves providing a variety of supportive employment services designed to enhance participants' employability. This includes combinations of the following activities: case management, counseling, and assessment, employability development planning, motivational and world of work workshops, job development and placement.

Essential Duties and Responsibilities:

- 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.
- Recruit and screen enrollees for eligibility based on legislative funding and make appropriate referral and placement in training opportunities and/or jobs
- Assesses customers' employment needs, skills and abilities
- Assist customers in developing an employment development plan and modify plan as circumstances warrant
- Achieve program performance goals regarding enrollment, retention, completion and placement in jobs, colleges or further training
- Administer and interpret the scores of various evaluation instruments
- Identify support services needed and makes referrals as appropriate
- Assesses customers' adjustment and progress toward attainment of program objectives on worksites, in workshops and educational components
- Monitor worksites to determine client progress and provide support for assigned enrollees and employers
- Track and document customer progress through system and intervene as necessary
- 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
- Advance beginner to intermediate skill level 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 Public Administration
- Two years of experience in vocational rehabilitation, job development, or related human service field
- Global Career Development Certification is preferred.
- Equivalent combination of acceptable education and experience

Special Requirements:

- Maryland driver's license and daily access to an automobile
- Criminal Background Investigation

Interested applicants may apply via this

City of Baltimore, Mayor's Office of Employment Development is an Equal Opportunity Employer and Service Provider.