



Career Development Facilitator- Community Job Hub **Job Posting Announcement**

Posting Date: August 17, 2021

Classification: Grant Services Specialist II (GSSII)

Salary Range: \$40,000-\$45,000

Status: Temporary Benefits Eligible

Location: Hybrid (telework and onsite per operational needs)

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. At MOED, we view our mission broadly to deliver *economic justice to our city!* To us, economic justice means creating an equitable workforce system for all residents – especially those who have been generationally and systemically disadvantaged – one that is responsive to their needs and ensures viable economic opportunities. 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:

This position is part of Baltimore City's COVID-19 employment recovery strategy, which is funded through the American Rescue Plan Act. The Mayor's Office of Employment Development (MOED) is working with public and private partners to provide occupational training, apprenticeships, subsidized work, supportive services, transportation assistance, and small business subsidies to city residents and small businesses negatively impacted by the coronavirus pandemic. We will prioritize unemployed and underemployed residents and particularly our most disadvantaged jobseekers, including returning citizens, opportunity youth, and public assistance recipients. These programs will increase access to opportunity, promote local job growth, support low-income households, benefit historically underinvested neighborhoods, and create wealth in communities of color. They will also help the city become cleaner, safer, and more welcoming.

Essential Duties and Responsibilities

- Develop and conduct workshop sessions which seek to accomplish one or more of the following objectives:
 - Provide instruction in job seeking, job retention and all related aspects of the world of work,
 - Motivate interest;
 - Build self-esteem; and
 - Foster positive attitudes.
- Assess customers' employment needs, skills and abilities, identify support services and provide linkages/referrals to One-Stop Career Centers or other community organizations

- Assist customers in developing an employment development plan and modify plans as circumstances warrant Achieve program performance goals regarding enrollment, retention, completion and placement in jobs, colleges or further training
- Achieve monthly performance goals for enrollments, referrals, job placements, workshops and outreach
- Support MOED's mission to increase employment rate and increase wages of Baltimore City residents
- Monitor, track and document customer progress through the Maryland Workforce Exchange (MWE), VOS Greeter system and 21st Century
- Conduct regular follow-up calls to jobseekers for job placements and/or promote other services;
- Submit monthly activity report and performance outcomes
- Promote Career Job Hub services to faith-based, community-based and other community organizations
- Regularly attend and host an information table at Community Outreach events (i.e. community association/town or partner program events and meetings etc.)
- Perform other duties as required

Knowledge, Skills and Abilities

- Knowledge of the function of community services and agencies.
- Knowledge of community needs and available resources.
- Knowledge of the concepts of community development.
- Knowledge of community services and organizations.
- Skill, in certain designated positions, in speaking, translating, reading and writing a non-English language utilizing specific established rules pertaining to such factors as spelling in letters or characters in a non-Latin-based alphabet or writing system, word meanings, sentence structure, grammar, pronunciation, punctuation and other related language mechanics.
- Ability to interpret and explain Baltimore City and State laws, ordinances and regulations regarding sanitation, housing, public health and related social services to the general public.
- Ability to gather and retain information about the range of services offered by City and State agencies and private institutions and charities.
- Ability to disseminate information and to explain City, State and private institutional services and programs to individuals, business and community groups.
- Ability to advocate for others and to persuade others to advocate on their behalf.
- Ability to coordinate responses and work efforts from multiple agencies, institutions and community resources organizations.
- Ability to communicate effectively, both orally and in writing.
- Ability to deal with emergency situations with calm, tact and dispatch.
- Ability to conduct and process multiple assignments simultaneously.
- Ability to establish and maintain effective working relationships with people of varied backgrounds, including neighborhood residents and their families, government personnel, and community, institutional and private charities personnel.
- Ability to maintain records and document information.
- Ability to motivate others to help themselves.

Minimum Required Education and Experience:

- *Requirements:* - A bachelor's degree from an accredited college or university and one-year of experience in performing human service work and partnering with community organizations.
- *Equivalencies:* - Graduation from an accredited high school or possession of a GED certificate and five years of experience in performing human service work, including three years working with community organizations; or an equivalent combination of education and experience

Interested applicants may apply via this [link](#).

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