



Career Navigator, West Side Yo! Career Center **Position Announcement**

Posting Date: 4/29/2021

Posting Number: 1369968

Classification: Human Services

Functional Job Title: Career Navigator

FLSA/Bargaining Unit: Non-Exempt/CUBS

Grade/Salary Range: 918 (mid \$30k to high \$30k)

Location: 1510 W. Lafayette Avenue Baltimore, MD 21217

Status: Temporary /Full Time

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:

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

Essential Duties and Responsibilities:

- Maintains updated information on programs and services available for in-school students.
- 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.
- Provides comprehensive case management and conducts individual and group assessment sessions with assigned program participants.
- Assist in assigned caseloads transition to post-secondary education and/or regular full-time or part-time employment or training.
- Determines eligibility for the program explains study to candidates and secures written consent for program participation.
- Enrolls participants in the Maryland Workforce Exchange (MWE) System or other data tracking systems as designated by the grant.
- Maintains updated case notes on clients / customers.
- Works closely with participants while enrolled in school and instructs participants in 21st Century Job Readiness Curriculum.
- Develops and maintains good working relationships with all grant 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.
- Provide technical assistance as needed to selected program providers.
- Facilitate accomplishments of major partnership proposal goals.
- Develop and maintain training plans for each client/ customer participating in the designated program.
- Facilitates the development/implementation of follow-up services for program participants on assigned caseload.
- Assist with the agency community outreach team to engage and connect Baltimore City residents to workforce services.
- Submits written reports as requested by supervisor on time.
- Assist students with connection to unsubsidized employment
- Performs other duties as required.

Knowledge, Skills and Abilities:

- 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.

Minimum 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 acceptable education and experience.

Special Requirements:

- Availability to work evenings and weekends as required.
- Criminal Background Investigation.

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

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