



POSITION DESCRIPTION

Title: Career Specialist

Reports To: WIOA Adult, Dislocated Worker, and Career Pathways Program Manager

Salary Level: 5

POSITION PURPOSE:

The Career Specialist will coordinate and provide employment and training services to low income adults and dislocated workers. This will include promoting the programs and facilitating career assessments, career exploration, job search assistance, support services and career plan development.

DUTIES AND RESPONSIBILITIES:

- Facilitate participant intake and program eligibility determination (as applicable).
- Assist customers in assessment of interests, abilities, and exploration of various careers.
- Assess employment and training needs of eligible customers and develop goal setting/needs plan for customers.
- Maintain customer files including: Workforce One data entry and all appropriate file documentation and progress notes.
- Contact customers monthly to monitor progress at a minimum.
- Make appropriate referrals to and coordinate customer services with PIC staff and programs.
- Attend meeting, trainings, or conferences that are beneficial to the agency or programs.
- Organize and conduct job seeking skills workshops, including individual assistance with goal-setting and resume preparation.
- Contact area businesses to promote work-based learning opportunities for customers.
- Market agency services to employers, coordinating agencies, and general public.
- Maintain knowledge of programs and services available in the area and processes for making referrals.
- Travel as required.
- Other duties as assigned.

QUALIFICATIONS/SKILLS/KNOWLEDGE:

- Related experience and/or education equivalent to five years (Bachelor's Degree in Social Work, Psychology, or other Human Services field preferred but not required).



- Interest and knowledge in employment and training programs.
- Ability to develop and maintain effective working relationships with participants, community groups, employers, and function as a member of a team.
- Ability to communicate and work with people from diverse economic, cultural, and religious backgrounds.
- Strong communication skills; ability to express self both orally and in writing and ability to follow oral and written instructions.
- Demonstrate attention to detail.
- Strong organizational and time management skills.
- Ability to facilitate group presentations, workshops, Job Clubs, and one-to-one meetings.
- Ability to present oneself in a highly professional manner and be an ambassador of the organization.
- Proficient in computer programs and social media, including MS Outlook and Word.
- Ability to multi-task, prioritize daily activities to meet competing deadlines and to work independently.
- Complete relevant training (e.g. Career Development Facilitator Training) and maintain certification, as available through PIC.
- Willingness and flexibility to take on new responsibilities and support duties of fellow staff members.
- Must be able to travel throughout the 14 county region.
- Valid MN Drivers' License, access to reliable, insured transportation, and the ability to meet agency's driving requirements including proof of insurance.
- Bilingual language skills desired.

Compensation:

- Strong benefit package including health insurance, life insurance, 401K Retirement, vacation, sick time, and holidays.
- Starting salary range – DOQ.

Equal Opportunity Employer/Provider.

Upon request, this information is available in alternate format.