



## **POSITION DESCRIPTION**

Title: Youth Career Pathway Navigator Position

Reports To: Youth Program Manager

Salary Level: 5

### **POSITION PURPOSE:**

The Youth Career Pathway Navigator will serve as an advocate for participants in Career Pathway Programs and provide case management and participant follow-up as well as serve as the business liaison. The navigator is responsible for career exploration and career advising activities; building employability skills; assisting with the coordination of experiential learning opportunities or Work Based Learning; facilitating participant intake, eligibility determination, file maintenance, and participant career plan identification/development; providing tailored support services; and helping participants navigate the various resources available to help overcome barriers to success.

### **DUTIES AND RESPONSIBILITIES:**

- Facilitate participant intake and program eligibility determination (as applicable).
- Assess participants career/employment/training needs, develop participant career plans and define the bridge and integrated courses that will best meet their needs as they move into the career pathway.
- Meet with participants on a weekly basis to provide case management services and to ensure their success and address their support service needs to overcome barriers to success.
- Provide participants with the necessary connections to local resources they need or may not be aware of in order to insure success.
- Maintain updated participant files and WorkForce One database and/or keep progress notes current.
- Work with the participants, both in the classroom and individually as needed, to help build employability skills. Present job seeking and keeping skills classes along with job search, resume and interviewing skills.
- Facilitate career exploration and career advising activities one-on-one and in group settings.
- Promote and recruit participants and employer partners for the various Career Pathway and CTE courses.
- Make presentations as needed to students, parents, local/regional schools personnel, and employer groups.



- Develop Career Pathway class schedules as necessary.
- As part of the Career Pathway partnership, engage employers and coordinate experiential learning or Work-Based Learning opportunities (such as work experience, industry tours, job shadows, apprenticeships, internships, etc.) between students, schools and employers.
- Ensure experiential learning or Work-Based Learning experiences are authentic, engaging, meaningful and positive. Provide opportunities to learn about a range of careers within the industry. Assist students and young adults translate their experiences into learnings that connect to their next steps/career plan.
- Act as the single point of contact for employers, students, and schools maintain ongoing communication and/or provide reports.
- Support the worksite supervisor in serving as both a supervisor and coach/mentor.
- Communicate with the worksite supervisor and monitor workplace activities according to schedule. Address logistics: confirm placement details, distribute and collect appropriate permission forms. Assist the worksite supervisor in completing an evaluation or assessment of intern performance through the work experience.
- Coordinate local scholarship opportunities for schools and employers.
- Maintain knowledge of programs, resources and services available for participants and partners.
- Attend meeting, trainings, or conferences that are beneficial to the agency or programs.
- 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).
- Familiarity with Career Pathway programming, Career and Technical Education programs, and other coordinating agencies and programs.
- Interest and knowledge in youth service, education, and 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, 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.
- The ability to understand, analyze, and discuss financial data with others.
- 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; holidays
- Starting salary range - DOQ

An Equal Opportunity Employer/Provider

Upon request, this information is available in alternate format.