



CAREER NAVIGATOR POSITION DESCRIPTION

Position Title: Career Navigator

Reports to: Workforce Program Manager

Date: 9/30/24

Department: Tec Centro Lebanon

FLSA Status: Non-Exempt; Full-Time, 37.5 hours/week

Working hours for this position consist of a 37.5-hour work week, Monday – Friday, between the hours of 8 am and 5 pm. Specific hours will be agreed upon at the onset of employment. At times, this position may require evening and occasional weekend hours depending on its requirements.

Salary: \$21-23 / hour commensurate with skills and experience

Benefits:

- PTO (20 days)
- Health Insurance
- Dental Insurance
- Vision Insurance
- Life insurance
- Retirement
- 13 Paid holidays

PRIMARY FUNCTIONS

This position is divided into two equally critical roles: Facilitating student enrollment and registration into Tec Centro Lebanon Workforce Training programs and supporting student success and completion of program participants.

The Career Navigator will actively recruit students through outreach activities, local college fairs and community events. This individual will help students determine the appropriate program or course offering, provide a general introduction to Tec Centro Lebanon programs and facilitate the enrollment of new students.

The Career Navigator is also responsible for advising students currently in workforce programs, orienting new students and providing support to ensure program completion. The Career Navigator/Enrollment Specialist works closely with program students to assess workplace readiness skills, provides coaching, and career planning. The Career Navigator will track student progress, ensuring development and implementation of a collaborative student support model that includes employment preparation.

KEY RESULTS AREAS

- Assesses program participant's level of academic and working skills to determine their eligibility to enroll in workforce training and/or adult education programs.
- Assists program participants to create a strategic plan for program completions and career development, address needs and barriers to completion and ensuring that the participants have or acquire the skills and knowledge to succeed in their career path.
- Facilitate and assist program participants in job searches, job placement and employment case management, tailored to each individual program participant.

ACCOUNTABILITIES

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Conducts outreach and recruitment of potential program participants. Meets with potential program participants to gauge their interests and skills.
2. Assist with program registration process for assigned workforce programs which may include conducting placement assessments, interviewing potential participants, gathering documentation and ongoing communication with prospective participants.
3. Assesses program participants' employment and training needs assessing personal characteristics, skills, and interests via individual interviews and/or group work.
4. Develops and shares an individual career plan for program participants enrolling in workforce programs. The career plan will outline the necessary steps and goals the program participant needs to achieve in the program. Monitors each program participant's progress, and adjusts plan to ensure success in the program
5. Orientates program participants to the program's services and eligibility requirements in both group settings and individually.
6. Establishes and maintains contacts with community organizations and educational institutions for participants' outreach, recruitment, and positive public relations.
7. Facilitate and/or teach workshops on specific course content or in job search topics/questions specific to the program.
8. Enter program participants' data into database systems and create reports as required.
9. Assists program participants in identifying and addressing barriers to employment and/or training and make referrals as required.
10. Collaborate with Employment Specialist on creating resumes and preparing for job interviews. provide notification of job fairs, or other hiring events as applicable.
11. Participate in college fairs and other community events to recruit new program candidates.
12. Remain current on the criteria required for this program by reading professional articles, attending courses, etc.
13. Attends staff meetings and serves on committees as required.

POSITION SPECIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience**Required**

1. Bachelor's degree (B. A.), preferably in healthcare, education or human services related field, or equivalent combination of education and experience.
2. One year experience in a position requiring networking with community organizations, job readiness preparation, career guidance or similar related experiences.

Preferred

1. Bilingual Spanish/ English strongly preferred.
2. Experience working with adult learners in an educational setting.
3. Experience working within a healthcare setting.
4. Case management experience.

Other Skills and Abilities

1. Excellent organizational skills and attention to detail.
2. Excellent one-on-one and group presentation skills.
3. Maintaining positive relationships with a diverse population.
4. Ability to communicate effectively and positively in writing, via telephone, email, face-to-face or using other media.
5. Ability to establish and implement goal plans with measurable results.

Interested Applicants should submit a Resume and Cover Letter to:

hr@wepaempowercenter.org

Anticipated Start: November, 2024 Application Deadline: Until position Filled