

**Job Title:** CAREER SPECIALIST

**Department:** Programs

**FLSA Status:** Non-exempt

**Grade:** 6

**Salary Range:** \$17.65 to \$22.62 per hour

**POSITION OVERVIEW**

The Career Specialist is an integral part of the programs team, responsible for delivering high-quality case management services to support Training and Employment Consortium programs. The Career Specialist provides training, job development, placement and support for enrolled participants. The Career Specialist facilitates client training, assists with general assessments, and actively supports the employment development needs of participants enrolled in services.

**DIRECTLY RESPONSIBLE TO**

Workforce Programs Manager.

**SUPERVISION OVER**

None; employee supervision is not normally a function of this position.

**ESSENTIAL JOB FUNCTIONS**

An employee in this position may be called upon to do any or all the following essential functions. These examples do not include all the duties which the employee may be expected to perform. Other duties, responsibilities and activities may change or be assigned at any time with or without notice. To perform this job successfully, an individual must be able to perform each essential function satisfactorily with or without reasonable accommodation.

- Collect and maintain applicants' eligibility documents and complete Intake process and determine program eligibility.
- Conduct assessment of skills and services needed which may include assessment of skill levels, aptitudes, abilities, and supportive service needs.
- Apprise participants of their rights, benefits, responsibilities, and obligations under program participation.
- Offer career counseling and guidance to program participants and applicants.
- Assist clients in identifying personal goals for education and employment, developing leadership skills and planning career pathways to achieve self-sufficiency.
- Assist customers in developing resumes and/or cover letters, applying for employment opportunities, and strategizing for successful job interviews.
- Connect participants and support them in using needed resources including but not limited to tutoring, health insurance, counseling, childcare, food, housing, financial aid, skill specific training, mentors, leadership development opportunities, etc.
- Staff the Resource Room, as needed, in the WorkSource Oregon Centers to assist customers with basic and individualized career services.
- Maintain case file for all participants. Maintain case notes, contact dates, activity logs and all participant forms and documents.

- Maintain contact with participants placed in employment and provide follow-up services to ensure job retention and the elimination of barriers that may impede job retention.
- Promote program objectives through public presentations and other public relations activities, including social media; examples are making presentations to community organizations such as Rotary Clubs, Kiwanis or business networking groups to promote TEC programs and services.
- Maintain a working and current knowledge of TEC policies and procedures as well as community resources, and services available through the WorkSource Oregon system.
- Establish and maintain relationships with potential partners and seek collaborative opportunities which support TEC's mission.
- Maintain the integrity and confidentiality of data including, but not limited to, customers, employee, financial and TEC business data.

### **MINIMUM QUALIFICATIONS**

- High school diploma or equivalent and eighteen (18) months of full-time experience that exhibits the candidate's ability to effectively perform the duties and tasks related to this position, or any satisfactory equivalent combination of education and experience which ensures the ability to perform the essential duties of the position.
- Knowledge of the communities being served, with knowledge and understanding of local needs and resources.
- Ability to communicate with a variety of individuals from various socioeconomic, ethnic, and cultural backgrounds.
- Proficiency in Microsoft Office Suite, especially Word and Excel, and database software in performing work assignments.
- Ability to administer various tests & assessments.
- Ability to identify socioeconomic, physical, mental, behavioral, cultural, language, and other barriers to employment.
- Ability to develop an approach to mitigate/reduce potential and real barriers to program participation.
- Ability to apply motivational techniques.
- Ability to establish and maintain cooperative working relationships with other TEC employees, clients, employers, representatives from outside agencies, and the public.
- Ability to work well in teams and independently.
- Ability to multi-task, set priorities, and have high level of organization
- Ability to express ideas clearly and concisely, both orally and in writing.
- Ability to maintain confidentiality of information.

### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

Primarily indoors with heating and cooling regulated in a standard office environment; may be exposed to extreme weather conditions when traveling to training, meetings, or between work sites. May be required to work overtime if need arises. Usual working hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. May be required to travel out of town with overnight stays.

Individual will have extended periods of sitting, talking and hearing. May need to bend, stoop and stretch for purposes of filing. Light lifting may be necessary for purposes of stocking supplies.

### **SPECIAL REQUIREMENTS**

- Must pass a criminal history background investigation however, a conviction of a crime may not necessarily disqualify an individual from this position.

- Possession of or ability to obtain a valid driver's license and insurable driving record is required.

**PROBATIONARY PERIOD**

Employment by TEC is subject to a probationary period of 365 days, during which time the employee will be required to demonstrate their suitability for the position in which they are employed.

I have read the foregoing job description in its entirety and understand its contents. TEC reserves the right to modify, interpret, or apply this job description in any way the company desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. *This position description is not an employment contract, implied or otherwise. The employment relationship remains "at-will."* The aforementioned job requirements may be subject to change to reasonably accommodate qualified disabled individuals.

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Signature

\_\_\_\_\_  
Date

*TEC is an equal opportunity employer/program. Auxiliary aids and services, and alternate formats are available to individuals with disabilities and language services to individuals with limited English proficiency free of cost upon request. TTY/TDD – dial 7-1-1 toll free relay service. Access free online relay service at: [www.sprintrelayonline.com](http://www.sprintrelayonline.com)*