

**NAME:**  
**JOB TITLE:** Career Explorations Instructor  
**DEPARTMENT:** Employment and Training

**FLSA STATUS:** Non-Exempt  
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**OVERALL PURPOSE**

This position is responsible for facilitating and engaging program participants into motivating educational career exploration activities that will support their journey to self-sufficiency. Instructor will work closely with the team to coordinate educational activities that will help them to develop a career pathway plan, strengthen the family unit to reduce multi-generational poverty and works toward developing strong partnerships in the community that will strengthen the overall success of the program.

**ESSENTIAL FUNCTIONS****1. Provide assistance to Program Management**PERFORMANCE MEASURES:

- Coordinate weekly with Program Manager and SAPDC Case Manager to track participants career exploration activities and goals based upon their IEP and program guidance.
- Coordinate with program participants for completion of career exploration assessments.
- Track progress of the participants assessment and career pathways goal plan.
- Maintain a collaborative position with case manager and all team members to ensure that the participants are achieving overall program goals.
- Participate actively with case manager and participants in all program activities.
- Participate in DST Meetings with case manager as required. Provide reports and updates to management for the purposes of DST meetings when not asked to be present at meetings.

**2. Coordinate motivating career exploration services in compliance with program guidance**PERFORMANCE MEASURES:

- Review weekly the new referrals to the program and coordinate outreach to participants.
- Develop curriculum that is motivational and engaging.
- Develop various types of opportunities for participants to complete career exploration to include online classroom service activities, face to face classroom opportunities, guest speakers, remote learning packets, and/or virtual/teleservice opportunities.
- Review assessment results with participants and strive to assist in the development of individualized career pathways plan.
- Coordinate barrier remediation activities to include various community partners that provide life skills based educational information or services.
- Set up opportunities for career exploration by helping to set up job shadowing opportunities for participants.
- Assist participants with soft skills development training opportunities.
- Assist participants with childcare information services application and services.
- Track all participants once enrolled into the program to include daily activity in career exploration component.
- Provide support and encouragement to participants while on the road to achieving their self-sufficiency goals.

**3. Assist with the completion and submission of required documentation.**PERFORMANCE MEASURES:

- Complete data entry into team shared files (SharePoint/TEAMS)
- Assist with case management and file documentation
- Complete daily progress notes

**4. Attend required meetings and trainings**PERFORMANCE MEASURES:

- Attend weekly team meetings and be prepared to discuss all career exploration related information per client.
- Attend all contractor meetings as required.
- Attend required trainings and develop a training growth plan by researching trainings that are pertinent to job requirements and duties.
- Attend LMC meetings as required.

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**5. Network with local agencies to maintain an understanding of available services**

PERFORMANCE MEASURES:

- Visit with community agencies to establish strong partnerships for referrals and barrier remediation services.
- Attend meetings as required by program and utilize technologies to promote the projects and program.

**OTHER DUTIES**

1. Provide coverage when other staff scheduled off from work
2. Perform other related duties as required

**SUPERVISION RECEIVED**

Immediate supervision is received from the Program Manager. Program oversight is provided by the Director of Community Services.

**QUALIFICATIONS**

**EDUCATION**

- Associate degree in human services, sociology or related field required
- Bachelor degree in human services, sociology or related field preferred

**EXPERIENCE AND/OR TRAINING**

- Experience in an office environment preferred
- Five years' experience in case management, direct care, or counseling in lieu of degree

**ADDITIONAL JOB REQUIREMENTS**

- Identify problems, inform others, and provide information
- Communicate effectively with co-workers or customers
- Complete and maintain documentation and records
- Database/Contact Management Software
- Internet/E-mail
- Word Processing and Spreadsheet Software
- Manage Multiple Projects/Tasks
- Meet Frequent Deadlines
- Provide Close Attention to Detail
- Work Closely with Others
- Follow established confidentiality policy, safety standards, or applicable regulations
- Customer service best practices
- Organizational skills

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed 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.

I have read the above position description and fully understand the requirements set forth therein. I can perform the essential functions of the position with or without accommodation. I will perform all duties and responsibilities to the best of my ability.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of HR Representative

\_\_\_\_\_  
Date