

NAME:
JOB TITLE: Career Explorations Specialist
DEPARTMENT: Employment and Training

FLSA STATUS: Non-Exempt
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OVERALL PURPOSE

Work in tandem with the Career Exploration Instructor to engage program participants in dynamic educational career exploration activities. The primary objective is to support participants on their journey to self-sufficiency through educational activities, personalized career pathway plan, strengthen family units and robust community partnerships.

ESSENTIAL FUNCTIONS

1. Program Management Support

- Assist Instructor with career exploration activities aligned with Individualized Education Plans (IEP's) and program guidelines
- Assist the facilitation of career exploration assessments and track participant progress toward their career pathway goals
- Maintain a collaborative position with case managers and team members to ensure alignment with program objectives
- Actively participate in program activities and provide necessary reports and updates

2. Motivating Career Exploration Services

- Support the Instructor in reviewing program referrals and outreach to participants
- Assist with the development of engaging curriculum tailored to participant needs
- Support the Instructor to offer diverse career exploration opportunities including online classes, face-to-face sessions, guest speakers, remote learning, and virtual sessions
- Aid in review assessment results with participants to craft individualized career pathways plans
- Assist with connecting community partners for barrier remediation activities, childcare, housing and transportation
- Provide support to participants in soft skills development, childcare services application
- Track their progress in career exploration activities
- Offer ongoing support and encouragement to participants on their journey toward self-sufficiency under the guidance of the Instructor

3. Contract Documentation Assistance

- Ensure timely completion and submission of required contract documentation
- Assist with maintaining accurate data entry and progress notes on participants
- Support submission of program-level data instruments
- Compile supporting file documentation in accordance with program guidelines

4. Maintain Inventory of Education Program Component

- Prepare laptops for issuance to client with individualized programming
- Provide support and guidance on use of agency device
- Track all devices and record bi-weekly checking, compliance, condition, and provide updates
- Report to Program Manager any missing, damaged or stolen devices immediately

5. Meetings and trainings attendance

- Attend weekly team meetings and contribute insights pm career exploration matters
- Pursue relevant trainings to enhance job performance and develop personal growth
- Participate in all contractor meetings as required
- Attend DST and LMC meetings as required

6. Network with Local Agencies

- Foster relationships with community agencies to facilitate referrals and barrier remediation services
- Utilize various platforms and technologies to promote program initiatives and project.

Tableland Services, Inc. ~ Community Action Partnership for Somerset County

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- Stay abreast of available services through active engagement with local agencies and attend meetings as needed

7. Adaptability and Continuous Improvement

- Identify opportunities for process improvement and implement best practices
- Adapt to evolving organizational needs and contribute to strategic planning for future growth
- Pursue opportunities for continued professional development

OTHER DUTIES

1. Provide coverage when other staff scheduled off from work
2. Secure office at the end of each day and ensure all lights/machines are turned off
3. Maintain cleanliness of workstation
4. Perform other related duties as requested

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

EXPERIENCE AND/OR TRAINING

- Experience in an office environment preferred
- Experience in workforce, human service, or education in lieu of degree

ADDITIONAL JOB REQUIREMENTS

- Foster a positive, cohesive, and collaborative work culture
- Address and resolve day-to-day operational challenges promptly and efficiently
- Make informed decisions that align with organizational goals and values
- Communicate effectively with co-workers or customers
- Adapt to changes in work environment
- Utilize creativity and organizational skills
- Stay abreast of technological advancements and integrate relevant tools to enhance office efficiency

To excel in this role, one must proficiently execute each vital task. The specified criteria outline the necessary knowledge, skill, and/or ability. Reasonable adjustments may be implemented to facilitate individuals with disabilities in carrying out these crucial functions.

I have carefully reviewed the provided job description and comprehensively grasp the outlined requirements. I am capable of fulfilling the essential functions of the role, whether with or without accommodations. I commit to executing all duties and responsibilities to the best of my capabilities.

Employee Acknowledgment

Supervisor Acknowledgment