

Job Title:	Career Development Specialist	Job Category:	Professional
Department/Group:	Non-Residential	Job Code/ Req#:	
Location:	Rosenberg, TX	Travel Required:	Light client travel
Level/Salary Range:		Position Type:	Non Exempt /Salaried
HR Contact:		Date posted:	Click here to enter a date.
Will Train Applicant(s):		Posting Expires:	Click here to enter a date.
External posting URL:			
Internal posting URL:			

ROLE AND RESPONSIBILITIES

To provide job readiness and other appropriate innovative support services and instruction/mentoring for adults in order to increase earned and other income toward self-sufficiency and housing stability.

1. Must have agency core values – Service, Passion, Integrity, Respect, Innovative, Team work
2. Create and/or coordinate innovative ways agency clients can increase their income either directly or through collaboration with an existing community service provider.
3. Provide or coordinate instructional classes/groups OR one on one assistance in areas that lead to client self-sufficiency via increased earned or other income.
4. Assess job skills of clients and assists them in developing options for earned income (employment).
5. Receive, log, and process referrals and evaluate client’s work history, current job skills, and education levels.
6. Research, acquire, and develop helpful tools to match clients to an adequate job/career (i.e.-career profiling tools or non-traditional work for women assessments).
7. Develop, implement, and maintain a job preparation curriculum, which will include basic completion of job application to resume writing to job search and interviewing techniques.
8. Develop role-play or mock interview sessions to teach interview skills.
9. Provide clients with interviewing clothing and business attire if available.
10. Develop and implement procedures for client use Internet for job search.
11. Develop and maintain an Employment Websites Referral List for clients on client website.
12. Develop and maintain a list of employers working along with the agency on client website and work closely with community employers to solicit orders for job vacancies for clients.
13. Assist with creation of resumes, practice of job interviewing skills and job etiquette skills.
14. Assist with enrolling clients with the Work Source, both in person and on-line, including creating profiles and resumes.
15. Market higher wage instructional courses and motivate clients into attending.
16. Be familiar with TANF, SSI/SSDI, child support benefits to assist clients to apply for and obtain.
17. Network with community employers to place clients after explaining the effects of violence on clients and possible special needs of our population being served.
18. Keep accurate documentation required by grantors.
19. Participate in PAV (personal accompaniment volunteer) program as requested.
20. Participate in community education including primary prevention presentation development and delivery.
21. Attend staff meetings as requested.
22. Other duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Sensitivity and knowledge regarding the issues of family violence and sexual assault and the impact of these crimes on women and children.
- Ability to remain calm in crisis situations.
- Understand family and sexual violence.
- 4-year degree in a related field 4 years of evidenced successful experience in a related setting.
- Proficiency in Excel and Microsoft Office

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

- Judgment - Displays willingness to make decisions, responds compassionately to persons being served while maintaining appropriate and professional boundaries, exhibits sound and accurate judgment, supports and explains reasoning for decisions, includes appropriate people in decision-making process.
- Innovation - Displays original thinking and creativity, meets challenges with resourcefulness, generates suggestions for improving work, and develops innovative approaches and ideas.
- Tenacity and thoroughness, with the ability to solve practical problems and deal with a variety of situations.
- Team player who can roll up their sleeves and get involved in everything from big projects to mundane, simple tasks.
- Not easily frazzled and strong time management skills during busy and slower periods throughout the day.
- Apply basic strategies for good communication, including developing rapport and use active listening.
- Establish and maintain collaborative and trusting relationships with victims/survivors.
- Relate to victims/survivors in a respectful and nonjudgmental manner; employ a victim-centered and trauma-informed perspective.
- Focus on victim/survivor empowerment and emphasize strengths.
- Support victim self-determination and informed decision-making.
- Respect client confidentiality.
- Apply strategies for using verbal and nonverbal communication to calm crises situations so that assessments and case planning may take place.
- Apply strategies for gathering case-specific information and relevant facts for safety planning and service delivery.
- Apply strategies for addressing conflict and moderating one's own verbal and nonverbal reactions to victim/survivor communications as needed.
- Demonstrate ongoing efforts to improve skills in effective communication, including verbal and nonverbal communication, and cultural competency.

- Planning/Organizing - Prioritizes and plans work activities, uses time efficiently, plans for additional resource needs, sets goals and objectives, develops realistic action plans.
- Deadline and solutions oriented with the ability to handle multiple competing priorities and wide-variety of responsibilities.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations, listens and gets clarification, responds well to questions, participates in meetings.
- Written Communication -Writes clearly, persuasively and informatively, edits work for spelling and grammar, and reads and interprets written information.
- Dependability - Follows instructions, responds to management direction, takes responsibility for own actions, keeps commitments, commits to long and/or non-traditional hours of work when necessary to reach goals, completes tasks on time or notifies appropriate person with an alternate plan.
- Travel required in greater Harris and Fort Bend County areas.
- An enthusiastic personality is a MUST ! We assist those who are struggling for self-sufficiency. It is a rewarding job, but one that requires a great deal of optimism.
- Previous experience working with individuals dealing with trauma (preferably domestic or sexual violence) is a plus, but not necessary.

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Director Signature: _____ Date: _____