

Career Planning Specialist

Summary: The Career Planning Specialist is responsible for providing overall case management services that include outreach, eligibility and career planning services. The specialist performs tasks with employers and students to ensure post program placement of YouthBuild students. Work includes preparing job readiness sessions that includes training and education services and labor market discussions. Also, assess the needs of each student in the areas of supportive services to ensure proper completion of program.

Essential Duties and Responsibilities:

- Interviews student applicant, completes the application and/or paperwork and determines and/or verifies eligibility under the various program fund options.
- Maintains case management records, appropriate documentation (employment plan/case notes) and enters data in appropriate system(s).
- Develops individual employment plans based on needs assessment and assists clients in establishing self-sufficiency goals and developing and managing service plans to attain those goals
- Responsible for the development and maintenance of working relationships with inter agency staff and other community agencies to provide orientation sessions to explain the program and services.
- Develop outreach strategies, marketing and resource materials for the employer and student population.
- Oversees or facilitates resource room, providing assistance with job searches, resume preparation and other work search related activities such as job fairs, etc.
- Provides students with information and coordinates tours to training vendors and local community college and universities in the area.
- Work alongside the AmeriCorps member to coordinate community service projects and special events.
- Utilizes labor market information to determine an applicant's transitional skills based on previous work experience/interest, skills, knowledge.
- Ability to relate, lead and provide job readiness instruction to youth 16-24.
- Ability to work as an effective team member is essential.

- Responsible for data management of the different portals for outcomes
- Other duties as assigned.

Qualifications: 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.

Language Ability: Ability to read and comprehend simple instruction, short correspondence, and memos. Ability to effectively present information in one on one and small group situations. Bilingual in Spanish and English: verbal and written form preferred.

Computer Skills: Working Knowledge of computer programs such as Microsoft Office (Word, Excel, Power Point)

Education/Experience: Bachelor's Degree (B.A.) from four year college or university, two years related experience and/or training; or equivalent combination of education and over two years' experience.

How to Apply:

Please provide your resume:

- By email at: ksaldana@cdcb.org Subject: Career Planning Specialist
- By Regular mail: Kristine Saldana. 901 E. Levee St. Brownsville, Texas 78520

cdcb is an Equal Opportunity Employer with a commitment to diversity. All individuals, regardless of personal characteristics, are encouraged to apply.