



POSITION TITLE: *Career Specialist*
SUPERVISOR: *Project manager*
STATUS: *Non exempt*

About Us

Founded in 1974, cdc b | come dream. come build provides safe, sanitary affordable housing to the citizens of South Texas, and is one of the largest non-profit producers of single-family housing for homeownership in Texas. cdc b is a multifaceted affordable housing organization devoted to utilizing collaborative partnerships to create sustainable communities across South Texas through quality education, model financing, efficient home design, and superior construction.

Our dedicated team members work to improve the lives of low to moderate families and individuals to grow wealth and improve families educational, housing, and financial security. We offer industry competitive compensation, excellent benefits with a five-decade old firm. cdc b is an inclusive and exciting work environment. We are looking for a knowledgeable and self-motivated individual to join our team.

Summary

The Career 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.

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.

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- 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
- Carry out other duties as assigned.

Required Qualifications, Skills and Experience

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.

- Bachelor's Degree (B.A.) from four year college or university or higher, and two years related experience and/or training; or equivalent combination of education and over two years' experience.
- 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.
- Working Knowledge of computer programs such as Microsoft Office (Word, Excel, Power Point)
- The work is typically performed in an office environment. Employee must be able to work in close contact with small and large groups. Frequent hearing and talking is required.
- Certificates and licenses – None required

Supervisory Responsibilities

- N/A

Compensation and Benefits

- Salary – Based on Experience
- Bonus – Based on production goals met
- 100% of premium for health, vision and dental benefits paid by cdc b.

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- Life Insurance
- 401K retirement plan (no match required)
- 11 paid holidays
- Vacation Days - Based on Length of Service
- Personal Days - Based on Length of Service

To apply submit resume, cover letter to: ksaldana@cdc b.org

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