



COMMUNITY SERVICES CONSORTIUM JOB DESCRIPTION

JOB TITLE: EMPLOYMENT ADVISOR

SUPERVISION RECEIVED: Reports to and works under the general supervision of the Operations Manager who assigns duties and reviews work for effectiveness according to established work standards.

SUPERVISION EXERCISED: This is a non-supervisory position. Lead work and or coordinating the work of others are not typical functions assigned to this position. Incumbents in this position may provide training and orientation to newly assigned personnel.

POSITION SUMMARY: Assists with the training and guidance of participants in support of participant's education and employment goals.

ESSENTIAL FUNCTIONS/ DUTIES & RESPONSIBILITIES

The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.

1. Assist participants with identifying and developing transferable and marketable skills.
2. Assist participants with accessing job development resources through web-based programs, workshops and referrals to other staff and partner agencies.
3. Assist participants with support service requests.
4. Tracks participation, resources expended and information related to job and training barriers, activities and goals.
5. Facilitates job-related workshops and assessments.
6. Consistently maintains professional and courteous manner and an ability to work effectively and harmoniously with other employees and the general public.
7. Maintains regular job attendance and adherence to working hours.
8. Accepts and performs other work as assigned.

QUALIFICATIONS & REQUIREMENTS

EDUCATION AND EXPERIENCE:

High school diploma or equivalent required; Associates degree preferred. Requires one year training or education in workforce development related field or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of personal computers, electronic data and word processing. Ability to effectively: develop training materials and provide training to individuals and large groups, meet and deal with the public, peers, managers and supervisors; communicate verbally and in writing; and handle potentially stressful situations.

SPECIAL REQUIREMENTS:

Must pass a criminal history background investigation; however a conviction of a crime may not necessarily disqualify an individual from this classification.

WORK ENVIRONMENT/ WORKING CONDITIONS/ PHYSICAL DEMANDS

The work environment and working conditions described here are representative of those that are typical of the job and must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job is typically performed in an office environment under usual office working conditions. The noise level in the work area is typical of most office environments, with some telephones, personal interruptions, and background noises. In the performance of job duties, the employee is frequently required to sit; talk or hear; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.