

NAME:
JOB TITLE: Career Pathways Coordinator
DEPARTMENT: Employment and Training

FLSA STATUS: Non-Exempt
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OVERALL PURPOSE

This position is responsible for facilitating and engaging program participants into educational and training services that will support their journey to self-sufficiency. Coordinator will work closely with the team to coordinate educational assessment, services and follow up while working toward developing strong partnerships in the community that will strengthen the overall success of the program.

ESSENTIAL FUNCTIONS**1. Provide assistance to Program Management**PERFORMANCE MEASURES:

- Coordinate weekly with Program Manager and SAPDC Case Manager to track participants educational and training goals and outcomes based upon their IEP and program guidance
- Coordinate with program participants for completion of educational assessment
- Track progress of the participants assessment and establish education and training goal plan
- Maintain a collaborative position with case manager and all educational and training services provided by post-secondary, credentialing programs or training and technical schooling for streamlined referral process
- Participate actively with case manager and participants in all program activities
- Participate in DST Meetings with case manager as required. Provide reports and updates to management for the purposes of DST meetings when not asked to be present at meetings

2. Coordinate educational assessment and career pathways coordinated services in compliance with program guidancePERFORMANCE MEASURES:

- Review weekly the new referrals to the program and coordinate outreach to participants.
- Make appointments with clients to administer educational assessment and career pathways assessments
- Coordinate when necessary virtual services appointment with participant
- Review assessment results with participants and strive to assist in the development of individualized career pathways plan
- Coordinate remediation services as required based upon assessment results
- Set up opportunities for career pathways exploration by soliciting information enrollment packages, video tours, face to face tours, guest speakers with various certificate, credentialing and educational programs to help participants to explore the best suited program to achieve their goals
- Assist with application process and packaging to include: completion of prerequisites, application for funding to include financial aid, and submission of the application
- Assist participants with interviews for educational and training programs
- Assist participants with supportive services requests
- Track all participants once enrolled into education or training program to include: attendance sheets, grade reports and completion certifications
- Provide support and encouragement to participants while on the road to achieving their educational goals

3. Assist with the completion and submission of required documentation.PERFORMANCE MEASURES:

- Complete data entry into team shared files (SharePoint/TEAMS)
- Assist with case management and file documentation
- Complete daily progress notes

4. Attend required meetings and trainingsPERFORMANCE MEASURES:

- Attend weekly team meetings and be prepared to discuss all career pathways related information per client
- Attend all contractor meetings as required
- Attend required trainings and develop a training growth plan by researching trainings that are pertinent to job requirements and duties
- Attend LMC meetings as required

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- Coordinate meetings with ABE and GED programs to maintain streamlined service delivery and successful completion of remediation and certificate

5. Network with local agencies to maintain an understanding of available services

PERFORMANCE MEASURES:

- Visit with community agencies to establish strong partnerships for referrals and barrier remediation services
- Attend meetings as required by program and utilize technologies to promote the projects and program
- Attend college fairs, open houses and other educational and training events to establish strong partnerships with this arena

OTHER DUTIES

1. Provide coverage when other staff scheduled off from work
2. Perform other related duties as required

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
- Bachelor degree in human services, sociology or related field preferred

EXPERIENCE AND/OR TRAINING

- Experience in an office environment preferred
- Five years' experience in case management, direct care, or counseling in lieu of degree

KNOWLEDGE, SKILLS, AND ABILITIES

- Identify problems, inform others, and provide information to assist with solving the problem
- Use verbal skills to communicate with co-workers or customers
- Complete and maintain documentation/records
- Database/Contact Management Software
- Internet/E-mail
- Spreadsheet, Word Processing Software
- Manage Multiple Projects/Tasks
- Provide Close Attention to Detail
- Work Closely with Others
- Follow established confidentiality policy, safety standards, or applicable regulations
- Knowledge of customer service best practices
- Organizational skills
- Follow established confidentiality policy, safety standards, or applicable regulations

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read the above position description and fully understand the requirements set forth therein. I can perform the essential functions of the position with or without accommodation. I will perform all duties and responsibilities to the best of my ability.

Signature of Employee

Date

Signature of HR Representative

Date