



SKILLS . JOBS . CAREERS

Position: *Career Navigator*
Position Class: *Learned Professional*
Reports to: *Manager of Healthcare Skills Training Program*

Salary Grade: *3*
Supervises: *N/A*
FLSA: *Exempt*

JVS is a non-profit, non-sectarian agency. Our mission is to empower individuals from diverse communities to find employment and build careers, and to partner with employers to hire, develop and retain productive workforces.

JVS provides a broad range of services including adult education, skills training, job readiness training, job placement and support, and access to post-secondary education. JVS assists employers in their search for well-qualified job applicants and their initiatives to upgrade the skills of their incumbent workforce.

POSITION SUMMARY:

Under the direction of the Manager of Healthcare Skills Training Program, the Career Navigator delivers innovative, high quality job search coaching (including employment assessment, resume preparation, interview prep, social media training, workshops), and job placement assistance (including e marketing and outreach to employers, job development, placement, follow-up) for job seekers.

The Career Navigator is also responsible for building healthcare relationships; resume critiquing, interviewing, next step job searching and health care exploration. The Career Navigator identifies suitable employment options for participants during program, post-graduation and long-term career explorations. Additionally, the Career Navigator will teach a twice weekly professional development for the Nursing Assistant program and run job search group to assist graduates in placement and build relationships with prospective employers.

ESSENTIAL JOB FUNCTIONS:

Accountability and Results Focused:

- Assist job seekers in goal setting, identifying barriers and mapping out a plan leading to job placement, skills upgrades and career advancement.
- Understand and apply knowledge of internet and social media resources for job seekers.
- Produce top quality resumes, especially for professional level job seekers and career changers.
- Provide high quality 1:1 job search coaching including interviewing, self-marketing strategies, social media, etc.
- Deliver professional quality workshops and groups that demonstrate knowledge of adult education techniques and utilize technology for maximum engagement.
- Understand and apply knowledge of local and national labor market trends to assist job seekers to identify career opportunities.
- Actively develop engage and maintain employer relationships.
- Establish, track and meet program dashboard indicators using database software.

Build relationships, collaboration and teamwork:

- Support and promote the mission and philosophy of JVS both internally and outside the agency. Establish and maintain harmonious working relationships with key stakeholders (participants, employers, partner organizations, funders, etc.)
- Attend and actively participate in staff meetings and team- based projects.
- Participate in the larger JVS career coach community by sharing best practices and collaborating on health care employer engagement.

Administrative/Communication:

- Demonstrates a professional demeanor with strong customer service skills.
- Communicates effectively verbally and in writing with compassion and professionalism.
- Exercises discretion in handling confidential information.
- Participates in meetings, in-service trainings, team-based project, committees.
- Communicates regularly with Supervisor to insure smooth delivery of services.
- Perform other duties as assigned or requested.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

2-3 years of experience in the workforce development/ job search/career coaching/recruiting/ field with excellent knowledge of coaching tools and strategies.

Knowledge of web-based job search resources and techniques required.

Experience in recruitment, job development desired.

Strong Microsoft Office Suite skills required.

Experience building relationships with employer partners preferred.

Ability to work in a multi-cultural environment required.

EDUCATION REQUIRED: BA/BS in related area (Employment Coaching/Career Counseling, Human Resources, Psychology, Social Work, or Education) or at least 4 years’ experience.

KEY COMPETENCIES:

- Accountability and Results focused
- Adapting to Change
- Building Relationships, Collaboration and Teamwork
- Cultural Competency and Respect
- Communication Skills
- Initiative
- Planning/Organizing
- Promotes Agency

JOB COMPETENCIES:

- Demonstrated expertise in producing professional-level resumes
- Proficiency in designing/adapting and presenting workshops and group programs on career-related topics
- Employer engagement/relationship -building
- Tracking program progress and reporting

MENTAL DEMANDS:

- Reading
- Detailed work
- Confidentiality
- Problem Solving
- Verbal and Written communication
- Language
- Math
- Multiple concurrent tasks

PHYSICAL DEMANDS:

- Sitting
- Speaking
- Attendance
- Listening

APPLICATION: Please send your resume and cover letter to resumes@jvs-boston.org. Please indicate in your cover letter where you saw this posting.

JVS CULTURE: JVS is strongly committed to diversity and a workplace environment that respects, appreciates and values employee differences and similarities. By providing and supporting a work culture that fosters and builds upon diversity and its strengths, JVS will better serve our local communities and continue to provide quality services.

JVS is an employment at-will organization and an equal opportunity employer committed to maintaining a work and learning environment free from discrimination on the basis of sex, race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and

federal laws. Additionally, JVS prohibits retaliation against an applicant or employee because he or she has engaged in protected activity under the statutes prohibiting discrimination in the workplace.