



CSS Workforce NY is hiring a Career Specialist for our Elmira location!

Job Duties and Responsibilities

- Complete Intake/assessment and data enter into county system
- Weekly client visits to review work activity
- Schedule for literacy assessment
- Schedule for childcare classes if child care not in place
- Give appropriate bus pass, tokens or gas card
- Referrals for supportive resources
- Develop and maintain DSS checklists
- Submit DSS information within required time
- Participate in all required training's and meetings
- Register individuals into AOSOS (America's One Stop Operating System)
- Register individual in job readiness workshops
- Present individuals at monthly case conferencing
- Provide program data as requested
- Facilitate group orientations and workshops

Experience and Education Qualifications

- Associates degree in human services or related field.
- Minimum of 2 years of experience.
- A combination of experience and education may be considered.
- Knowledgeable in Word and comfortable working with computers.
- Excellent time management skills

Full-time, \$17.00 per hour, Schedule: 8-hour shift, Day shift, Monday to Friday

Benefits: 401(k), Health insurance, Paid time off

Work Location: In person * This is ***NOT*** a remote position!

Apply via email with resume attachment: <mailto:balliettp@csswfnyc.com>