



Position: Career Specialist

📍 **Location:** Elmira, NY (*On-site only; remote work is not available*)

🕒 **Schedule:** Monday–Friday, 8:00 AM – 4:30 PM

💼 **Position Type:** Full-Time

💰 **Salary Range:** \$18.00 – \$20.00 per hour (*based on experience and qualifications*)

🎁 **Benefits:** Comprehensive benefits package included

Chemung-Schuyler-Steuben Workforce New York (CSS Workforce NY) is seeking a dedicated Career Specialist to join our Pathways to Employment Program. As a not-for-profit workforce development board, we support individuals of all ages in achieving employment success while helping businesses build a strong labor pool. Join us in making a meaningful impact across our region.

Key Responsibilities:

- Maintain professional, positive supportive relationships with clients.
- Conduct client intake and employment assessments; develop individualized weekly schedules.
- Provide clients with relevant job leads and employment opportunities based on their skills, interest, and employment goals.
- Develop and update client resumes and cover letters. Conduct mock interviews and provide constructive feedback to help clients strengthen their interview skills, confidence, and overall job-readiness.
- Monitor and document clients' weekly progress toward employment, self-sufficiency, and achievement of established program goals.
- Register clients for job readiness workshops and employment-related activities and provide program data and information as requested.
- Facilitate job readiness training and employment-related workshops designed to enhance clients' job search skills, workplace readiness, and employment opportunities.
- Participate in case management meetings to identify and address client barriers, coordinate appropriate support services, and promote job readiness, employment, and self-sufficiency.
- Coordinate childcare-related classes and services for clients who lack adequate childcare arrangements.
- Provide appropriate transportation assistance, including bus passes, tokens, or gas cards, to support clients' participation in program activities and employment-related services.



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- Create, maintain, and update DSS checklists and ensure all required documentation is completed and submitted accurately and within established deadlines.
- Accurately enter and maintain client information in CMS and AOSOS systems.
- Attend and actively participate in all required training sessions, staff meetings, and team meetings.
- Perform additional duties and responsibilities as assigned, consistent with the position's scope and organizational needs.

Qualifications:

- Associate's degree in human services or a related field.
- Minimum of 2 years of relevant experience.
- Equivalent combinations of education and experience may be considered.
- Strong interpersonal skills
- Strong time management and organizational abilities.
- Proficiency in Microsoft Word and general computer skills.
- Experience leading/facilitating group sessions desired.

How to Apply:

Submit the following materials to bill.caudill@csswfny.com:

-  Your resume
-  A cover letter

 *Incomplete submissions may not be considered for the position.*

 Learn more about our organization at www.csswfny.com