


Job Opening: Emerging Workforce Navigator – Employment Counselor

 **Location:** Elmira, NY *(On-site only; remote work is not available)* *Candidates must have the ability to travel to other career centers.

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

 **Position Type:** Full-Time

 **Salary Range:** \$17.25

 **Benefits:** Comprehensive benefits package included

Chemung-Schuyler-Steuben Workforce New York (CSS Workforce NY) is seeking a dedicated Navigator-Employment Counselor to join our Emerging Workforce 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:

- Work directly with program participants to determine eligibility, design Individual Service Strategy (ISS) and case management.
- Counsel program participants to help them understand and overcome personal, social or behavioral problems affecting their ability to obtain and maintain employment.
- Maintain accurate and complete paper/electronic files on program participants; perform data entry and account maintenance in the American One Stop Operating System (OSOS). Strong data management/computer skills.
- Instruct program participants in career development techniques, such as job search and application strategies, resume writing, and interviewing skills.
- Assess needs for assistance, such as rehabilitation, financial assistance, vocational training or other appropriate services.
- Attend meetings, industry conferences and participate in training workshops/webinars.
- Plan and promote career and employment-related activities for program participants. Conduct outreach activities with local schools, and regional job fairs and career events.






- Address community groups, employers and partnering agencies to explain available program services to aid in recruiting program participants
- Review and understand Labor Market Information relevant to Chemung, Schuyler and Steuben Counties to offer appropriate career guidance to on demand occupations.
- Able to manage, track and report program enrollment details to supervisory staff.
- Ability to develop solid relationships with partnering agencies and maintain collaborative working relationships.

Qualifications:

Associate's degree or 1-2 years' experience in human services case management or 3 years' experience in the human service field.

How to Apply:

Submit the following materials by 4:00 PM on August 8th, 2025.
to redderp@csswfny.com:

-  Your resume
-  A cover letter
-  Three professional references

 *Incomplete or late submissions may not be considered.*

 Learn more about our organization at www.csswfny.com