






## Bridges to Employment – Navigator


 **Location:** Corning, 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 (This program is a planned three-year, grant funded initiative)

 **Salary Range:** Anticipated salary range for this position is **\$50,000 - \$53,000** per year depending on qualifications and experience.

 **Benefits:** Comprehensive benefits package included

**CSS Workforce NY is seeking a full-time, skilled, and experienced Navigator for its new Bridges to Employment Program.**

We are looking for a compassionate and dedicated professional to provide specialized support to individuals in recovery from substance use disorders. This role is centered on helping participants overcome employment barriers, develop essential job readiness skills, and successfully reenter the workforce.

The ideal candidate will have a strong understanding of addiction recovery and experience supporting individuals with complex challenges related to employment.

The primary goal of the Bridges to Employment Program is to facilitate the transition of individuals in recovery into stable, long-term employment, empowering them to achieve greater independence and economic stability.

The Bridges to Employment Program will serve individuals in **Chemung, Schuyler, and Steuben Counties** who have completed or are currently undergoing treatment for substance use disorders and are ready to re-enter the workforce. Through a combination of career counseling, job readiness training, educational support, employer partnerships, and wraparound services, the program aims to reduce relapse rates, support long-term recovery, and promote economic empowerment for workers in recovery.

The Navigator position encompasses a wide range of responsibilities, including facilitating job training and skill development, building relationships with

workforce partners and providing ongoing support to ensure participants have the tools and resources needed for sustained employment success.

**Job Duties and Responsibilities:**

- Assist with initial program set up and communication including partner agencies, training providers and support services.
- Work with local drug courts and regional partners to improve referrals for job search assistance.
- Engage with participants directly and enroll them in workshops and career counseling sessions to enhance resume building, interview skills, job search strategy, networking and professional communication skills.
- Guide participants to educational programs such as GED, vocational certifications and job-specific training.
- Partner with area businesses and community organizations to hire and/or train individuals in recovery.
- Monitor and quantify results for CSS WFNY's board as well as key stakeholders. Post employment monitoring and support will help to ensure long-term success in both recovery and employment.
- Travel as needed to meet with community partners and visit job sites.
- Maintain professionalism and confidentiality and a non-judgmental attitude to enable participant success.
- Demonstrate the ability to work independently as the program lead while being part of a multidisciplinary team.

**Qualifications:**

- Candidates *must* have a valid driver's license, as travel may be required in the three-county area.
- Bachelor's degree in social work, counseling, psychology or related field.
- Training or credentials as a substance abuse counselor highly preferred.
- Excellent interpersonal, communication and active listening skills.
- Familiarity or desire to learn about the local job market, key employers and demand occupations.
- Proficiency in case management, record keeping and report generation.
- Microsoft Office proficiency.



**About CSS WFNY:** CSS Workforce NY (CSSWFNY) is a not-for-profit organization overseen by a Board of Directors with representatives from both the private and public sectors. Our workforce development organization is dedicated to assisting individuals with greater employment opportunities and therefore providing businesses with an adequate labor pool. We are committed to assisting individuals within our community as they search for career opportunities, continue their education, or begin vocational training. Our services are available to businesses and job seekers of all ages. We offer a variety of programs including workshops, resume building and training opportunities. To learn more about CSS Workforce NY, please visit [csswfny.com](http://csswfny.com)

**How to Apply:** Qualified candidates are invited to apply by emailing their resume, cover letter, and three professional references to [redderp@csswfny.com](mailto:redderp@csswfny.com) no later than 12:00 PM est. on Friday, October 10, 2025.

*\*Please note that incomplete or late submissions may not be considered.*