



Emerging Workforce Navigator: Employment Counselor

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.

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.

Associates Degree or 1-2 years' experience in human services case management or 3 years' experience in human service field.

To apply, please send your resume to balliettp@csswfny.com

Full-time Benefits:

- 401(k)
- Health insurance
- Health savings account

- Life insurance
- Paid time off

Schedule: Monday-Friday (8-hour-shift)

Ability to commute/relocate:

- Corning, NY: Reliably commute or plan to relocate before starting work (Required)

Education: Associate (Preferred)

License/Certification: Driver's License (Required)

Work Location: Multiple Locations