



Emerging Workforce Navigator - Full-time Employment Counselor

8-hour shift, Monday to Friday with benefits. Pay \$17.25 per hour.

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 participant

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.

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

This is NOT a remote position. *MUST have the ability to travel to other career centers

Apply with resume to P. Balliett at balliетp@csswfny.com