



Career Specialist NY1387243 Elmira, NY

#### Job Duties and Responsibilities:

Complete Intake/assessment and develop weekly schedules.  
Schedule for TABE if individual has not been assessed in the past year.  
Schedule individual for childcare classes if childcare not in place.  
Give appropriate bus pass, tokens, or gas card.  
Refer individuals to appropriate supportive resources.  
Maintain a professional and positive relationship with clients.  
Update weekly client list.  
Develop and maintain DSS checklists.  
Submit DSS information within their time requirements.  
Participate in all required trainings and meetings.  
Input individual information into CMS and keep up to date.  
Enter individual's registration into AOSOS.  
Register individual in appropriate job readiness workshops.  
Present individuals at monthly case conferencing. Provide program data as requested.

#### Experience and Education Qualifications:

Associates degree in human services or related field. Minimum of 2 years of experience. A combination of experience and education may be considered. Knowledgeable in Word and comfortable working with computers. Excellent time management skills.

Apply via email with resume attachment:  
[balliettp@csswfny.com](mailto:balliettp@csswfny.com)