





Job Opening: Career Specialist

 **Location:** Elmira, NY (*On-site only; remote work is not available*)

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

 **Position Type:** Full-Time

 **Salary Range:** \$17.00 – \$19.00 per hour (*based on experience and qualifications*)

 **Benefits:** Comprehensive benefits package included

Chemung-Schuyler-Steuben Workforce New York (CSS Workforce NY) is seeking a dedicated Career Specialist to join our Pathways to Employment 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:

- Schedule TABE testing for clients not assessed within the past year.
- Coordinate childcare classes for clients lacking childcare arrangements.
- Provide appropriate transportation support (bus passes, tokens, or gas cards).
- Refer clients to relevant supportive services and resources.
- Maintain professional, positive relationships with clients.
- Update and manage weekly client lists.
- Create and maintain DSS checklists accurately and on time.
- Accurately input and maintain client data in CMS and OnBase systems.
- Conduct new client intake and assessment following orientation.
- Facilitate job readiness workshops for clients.
- Present client updates during monthly case conferencing.
- Provide program-related data upon request.
- Attend all required training courses and team meetings.




Qualifications:

- Associate's degree in Human Services or a related field.
- Minimum of 2 years of relevant experience.
- Equivalent combinations of education and experience may be considered.
- Proficiency in Microsoft Word and general computer skills.
- Strong time management and organizational abilities.



How to Apply:

Submit the following materials by 12:00 PM on September 12th 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**