

**Tri-County Council for Southern Maryland
Position Description**

Job Title: Discretionary Grants Navigator

Reports To: Business Engagement & Development Manager

Date: February 12, 2015

Salary Range: Grade 15, Base to Step 1: \$40,547 - \$42,039

Summary: Tri-County Council for Southern Maryland has a full time, temporary position open for a highly motivated individual with a background in workforce development, case management and/or grants administration, preferably in the Southern Maryland region. The position, which is based in Waldorf, MD, is grant funded and terminates on the last day of the grant period, 09/30/18.

This is a professional position under general supervision. The Discretionary Grants Navigator is responsible for supporting the fulfillment of performance goals and standards directed by discretionary grant funding awarded to the Tri-County Council for Southern Maryland. Responsibilities include, but are not limited to, recruitment, intake and eligibility determination, assessments, orientation and training, and the development of individual career development and growth plans to fit client skills and goals, recruiting and information gathering activities related to employment. Close working relationship with Business Engagement & Development Manager and WIOA Staff at the regional Career Centers in coordinating employment needs of customers, as well as, liaison within the Calvert, St. Mary's, Charles and Prince George's County business communities in outreach.

Duties

Client Support Services (65%)

- Schedules and conducts new client interviews to assess eligibility; evaluates past experience, training, education, and skills; provides overview of services and programs; develops action plans which utilize the full range of training and job seeker services; offers information and referrals to ineligible clients.
- Utilizing career and vulnerability assessment tools and structured interview strategies, assists clients in identifying personal goals and developing strategies for reaching them through available training and employment opportunities in the targeted industries.
- Conducts Career Re-Start classes for grant-specific participants.
- Provides ongoing feedback and support to active clients, in-person, by phone, or online, consistent with client needs; reviews and modifies action plans as needed; makes appropriate referrals, as needed.
- Works with Business Services Staff in Southern Maryland and other regional community workforce development partners in the region to match job ready candidates with job opportunities

Community Partnerships (10%)

- Coordinates specialized supportive services with grant partners and others. Maintains continual communication with partner organizations to coordinate service activities for individuals.
- Work with Career Restart partners to deliver effective boot-camp training.
- Work with regional community and grant partners to coordinate supportive services and job club activities.
- Collaborates with internal and external partners to organize and support recruitment activities.
- Represents TCCSMD and Southern Maryland JobSource at community functions and initiatives which foster partnership development and support the mission and values of the organization.

Administrative Responsibilities (25%)

- Work with the Business Engagement & Development Manager and WIOA Staff at the regional American Job Centers to schedule grant required activities in the assigned region.
- Performs reporting functions to include eligibility, enrollment, case management notes, Career Restart Bootcamp, specialized services, job placement data, follow-up information, etc. into the computer tracking system, in compliance with documentation requirements.
- Monitors numerical goals and develops and implements improvement strategies to meet benchmark objectives.
- Prepares written communications, to include progress reports, fliers, calendars, etc., as assigned.
- Model the Southern Maryland JobSource core values of Accountability, Respect, Integrity, Responsiveness, and Knowledge.
- Attends conferences, staff meetings and TCCSMD and Southern Maryland JobSource functions, as assigned.

Other Duties

- Perform other duties as assigned by Business Engagement & Development Manager.

Required Knowledge and Abilities

Education

Associate's degree in human resources, human services, education or related field is required. Bachelor's degree preferred. In exceptional cases, two years of directly related experience, *in addition* to the experience requirement below, may be considered in lieu of degree attainment.

Experience and Knowledge

Minimum of three years of coaching/employment service experience to include client assessment is required. Knowledge of and experience in compliance with organizational policies, established procedures, regulatory requirements, and federal and state laws. Use of career counseling theories and techniques must be demonstrable. Experience in preparing and conducting client

workshops or business presentations is required. Knowledge of, or experience working with, long-term unemployed individuals a plus.

Skills and Certifications

Proficiency in Microsoft Office Suite, to include Excel and Word, must be verifiable. The position requires excellent organizational skills to include the ability to prioritize work and manage deadlines successfully. Commitment to outstanding service delivery, teamwork and client outcomes must be verifiable through references. Ability to establish mentor-type relationships with ease must be shown.

Physical Requirements and Work Environment

In order to perform this position effectively, the following work-related requirements must be met. Reasonable accommodations may be made to enable persons with disabilities to perform job functions successfully:

- Ability to communicate effectively – writing, speaking and listening - with a diverse client population, internal and external partners;
- Ability to demonstrate the TCCSMD and Southern Maryland JobSource’s mission, vision and core values in the performance of position duties;
- Ability to adapt and navigate in a fast-paced environment committed to exceptional outcomes;
- Ability to work collaboratively with team members to ensure that performance goals are met/exceeded;
- Ability to conduct oral presentations to small and large groups in English;
- Ability to maintain confidentiality and communicate on a “need-to-know” basis;
- Ability to meet client needs and program requirements by offering extended service hours, evenings and weekends, when needed;
- Ability to sit for long periods, talk and hear, only occasionally walking or standing;
- Ability to lift up to 30 pounds;
- Ability to travel regionally to conduct workshops or meet with clients;
- Work is performed in an office cubicle; interruptions may be frequent.; The noise level in the work environment is moderate;

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations.
- Interpersonal Skills - Focuses on solving conflict, not blaming; maintains confidentiality.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.
- Written Communication - Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

- Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests.
- Quality Management - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.
- Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; supports affirmative action and respects diversity.

Special Requirements

- Some local travel required; access to car/valid Driver's License
- Ability to work evenings and weekends as required

Send cover letter, resume and salary history by August 31, 2016, to:
Tri-County Council for Southern Maryland
P.O. Box 745
Hughesville, MD 20637

EEO Statement

In accordance with the Governor's Code of Fair Practices, Tri-County Council for Southern Maryland is committed to an effective equal opportunity and affirmative action program. This program affords all employees and applicants for employment an equal opportunity in every aspect of employment without regard to race, sex, sexual orientation, national origin, religion, age, physical or mental disability or political affiliation, except when sex, physical or mental disability or age constitutes a bona fide occupational qualification. There will be zero tolerance for any kind of employment discrimination or harassment.