



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

**Job Title:** Veterans Navigator

**Reports To:** Business Engagement and Development Manager

**Date:** January 23, 2017

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 Hughesville, MD is grant funded and terminates on the last day of the grant period, 09/30/18.

Responsibilities include implementation of grant-specific program requirements; conducting participant intake, orientation and training, assessments and data entry; development of business presentations and facilitating client workshops as it relates to the grant. Candidate must monitor participant involvement and progress in program activities including career planning and educational guidance, placement services and complete all required reporting and case management documentation. Knowledge of workforce and career preparation programs and services is required.

Associate's degree in human services, social sciences, communications, education or related field is required. Bachelor's degree preferred. Work experience on a year-for-year basis may be substituted for required post-secondary education. Minimum of three years of career coaching/employment service experience required. Knowledge of and experience in compliance with the regulatory requirements of grant performance measures preferred. Requires excellent written and oral communications skills.

Salary based on education and experience—\$44,457-\$49,583. Excellent benefits.

Send cover letter, resume, salary history and three professional references by February 13, 2015

to:

Tri-County Council for Southern Maryland

P.O. Box 745

Hughesville, MD 20637

*Equal Opportunity Employment*