



## Tri-County Council for Southern Maryland Position Description

**Job Title:** Career Advisor

**Reports To:** Workforce Operations Manager

**Grade and Salary Range:** Grade 14, Step 3 to 5, \$53,808 to \$57,849

**FLSA Classification:** Non-Exempt

**Prepared Date / Updated Date:** June 2023; Updated: 6/24; Updated 10/24

### Job Summary:

The Career Advisor will be responsible for determining the eligibility of persons applying to receive assistance from the Workforce Innovation and Opportunity Act (WIOA) Program, American Rescue Plan Act (ARPA) Program, and other discretionary workforce grants awarded to the Tri-County Council for Southern Maryland (TCCSMD) from time to time. The Career Advisor will be responsible for conducting participant intake, orientation and formal and informal assessments as well as entering participant and other data into required management information systems and paper files. The job entails utilization of job search and career advising tools and resources. Knowledge of workforce and career preparation programs and services is required.

### Essential Duties and Responsibilities:

- Provide program orientation
- Determine program eligibility and collect all documents supporting eligibility
- Enroll eligible participants utilizing the Maryland Workforce Exchange and ATLAS.
- Provide case management services to program clients
- Maintain case files to ensure participant progress is documented and in compliance with applicable regulations and policies.
- Assist participants with the development and implementation of an Individual Services Strategy\_(employment plan).
- Assess supportive services needs and provide supportive services.
- Direct and monitor client involvement and progress in program activities (i.e., basic skills upgrade, work-readiness activities, training)
- Complete all required reporting, paperwork, and management information systems input related to participant's enrollment, activity, and completion of program.
- Provide career and educational guidance, career planning and placement services.
- Refer participants to jobs listed in Maryland Workforce Exchange and elsewhere.
- Assist participants in resume preparation, job search and interviewing readiness.
- Provide participants with job placement assistance and follow-up services

- Other duties as assigned

**Supervisory Responsibilities:**

None

**Knowledge, Skills and Abilities**

- Strong knowledge of electronic, print, and other resources used to support career and job search preparation
- Case management skills and experience
- Job matching and placement skills
- Transferable skills analysis
- Ability to work within deadlines, manage multiple assignments and priorities within a fast-paced environment
- Strong oral, written and interpersonal communication skills
- Ability to work independently and exercise sound judgment in carrying out job responsibilities
- Computer proficiency with Microsoft office applications and the Internet
- Experience administering career and basic skills testing instruments
- Data entry and record keeping
- Ability to demonstrate the Southern Maryland JobSource mission, vision, and core values in the performance of position duties. Our values include accountability, respect, integrity, responsiveness, and knowledge.

**Qualifications / Required Education and Experience:**

- Bachelor's degree in social work, psychology, or related human services field. Direct work experience on a year-for-year basis may be substituted for required post-secondary education.
- Bilingual (fluent) in Spanish highly preferred.
- Global Career Development Facilitator (GCDF) or Certified Professional Resume Writer (CPRW) certifications highly preferred, but not required.
- Experience with reading and interpreting federal laws and regulations strongly preferred.

**Work Environment:**

Work is performed primarily in an office setting. Work may require frequent travel to off-site locations for meetings and events.

**Physical Demands:**

The position requires the ability to operate standard office equipment and keyboards. Must have the ability to lift and carry up to 50 pounds and to walk short distances. Position may require use of a motor vehicle.

**Conditions of employment:**

- Must have a valid driver's license and daily access to a vehicle.
- Must successfully complete a pre-employment background check,
- Ability to work evenings and weekends as required.

This position is open until filled. For best consideration, please apply by February 14.

The salary range for this position is \$53,808 to \$57,849. Starting salary based on education and experience. Tri-County Council for Southern Maryland offers a collegial work environment, exciting opportunities for professional growth, and generous benefits, including 10 days of Annual Leave per year; 15 days of Sick Leave per year; 6 Personal Leave days per year; health, vision, prescription, and dental benefits; Term Life Insurance and AD & D; Short-Term/Long-Term Disability; Access Perks, an employee discount program; and a 401(k) plan with a 6% employer match, eligible after 6 months of employment.

Apply Online at: <https://tccsmd.org/work-with-us/>

**Affirmative Action / EEO Statement**

The Tri-County Council for Southern Maryland is an equal opportunity employer. We do not discriminate in employment opportunities or practices on the basis of race, color, religion, creed, sex, national origin, ancestry, age, marital status, physical or mental disability, sexual orientation, gender identity or expression, veteran status or any other characteristic protected by federal, state or local law.