CITY OF LOWELL
Job Description
Please Post ~ August 24, 2012
Deadline ~ August 30, 2012
Career Center of Lowell

Job Title: ***Career Advisor I***
Department: Career Center of Lowell
Reports To: Career Center Manager: other designated personnel
Salary: ***$40,847.56 (min) to $47,887.32 (max), per City Ordinance***

SUMMARY Responsible for the coordination of education training services and the case management of activities for DTA program participants. Provide assessment, individual counseling, job development/job placement assistance, and transitional support services as well as the tracking of each participant as they progress through the program to job placement.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.
Conduct program orientation, intake procedures, testing, screening of referrals, arranging support services and obtaining eligibility documentation for program participants.
Develop and maintain linkages with the local Department of Transitional Assistance (DTA) and social service agencies to facilitate client participation and support services.
Conducts Job Readiness Workshops to prepare participants for employment
Performs extensive job development activities to secure permanent, unsubsidized employment for program participants.
Provides job search assistance to include developing resumes and cover letters.
Documents all program services, activities, and notes in MOSES.
Provide transportation for participants when necessary for employment related activities (employer recruitments, job interviews, etc.).
Maintains participants attendance records.
Must be able to meet monthly and quarterly goals/performance standards.
Other duties as assigned.

OTHER SKILLS AND ABILITIES Ability to understand and be sensitive to the needs of economically disadvantaged. Ability to communicate well and maintain effective working relationships with different constituencies. Must have excellent written and oral communication skills and be able to maintain detailed records on an automated and/or manual system.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE Undergraduate Degree from four-year college or university in a related field, i.e., Business, Marketing, Human Services, and/or Humanities or equivalent preferred. At least two (2) years experience in employment and training programs. Experience working with disadvantaged groups.

LANGUAGE SKILLS Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rates, ratios, and percentages based on established guidelines published by the State and/or Federal government.

REASONING ABILITY Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of information and instructions furnished in written, oral, diagram, or graphic form.

CERTIFICATES, LICENSES, REGISTRATIONS Must possess a valid driver's license.

COST ALLOCATION CLASSIFICATION: The person occupying this position must document and be able to support appropriate allocation of their time. The guidelines to be followed shall be the allocation plan of the City of Lowell/Career Center of Lowell. This position is funded through the administrative allocation of all agency State and Federal Grant funding sources.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee is occasionally required to walk, sit, reach with hands and arms, and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock (electrical outlets) The work environment is very fast paced. The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

Qualified individuals send resume and/or application to the Human Relations Office, RM 19, City Hall, Lowell, MA 01852 by 4:00 PM: Deadline ~8/30/2012
EOE/AA/504 Employer