

City of Lowell
Job Posting
Please Post: April 25, 2014
Deadline: May 9, 2014
Career Center of Lowell
Career Advisor II

Job Title: Career Advisor II (1100-DH08, 2015)
Department: Career Center of Lowell
Reports to: Career Center Manager
Salary Range: \$37,497.20 (min) to \$43,938.96 (max); 35 hours per week
Grant Funded

SUMMARY

Provide core, intensive, training and case management services to customers of the Career Center of Lowell. Provide intake, assessment, individual counseling, and job placement assistance. Conduct follow up and track each customer as they progress through to job placement. Complete extensive documentation in our database detailing the customer's career plan and goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES includes the following. Other duties may be assigned:

Conducts comprehensive assessment for each customer in the case load including utilizing Labor Market Information and resume review to develop a case plan.

Identify training needs; participates in a team approach in determining the customer's suitability for participation in WIA funded training programs.

Provide job placement assistance, which includes job development and work with the Business Services team to identify job opportunities.

Maintain ongoing customer contact (minimum of 30 days) to determine progress of job search and/or training until the customer has found employment. Provide 12 months of follow-up/job retention services.

Disseminate information regarding our workshop schedule, job postings of interest, job fairs, guest speakers, and articles related to finding employment

Maintain and document all services and notes into the MOSES system for monitoring compliance.

May facilitate workshops or tours for interested customers of the Career Center.

Other duties as assigned

OTHER SKILLS AND ABILITIES

Ability to understand and be sensitive to the needs of the economically disadvantaged and dislocated worker. Must have excellent written and oral communication skills and ability to document services into MOSES database system. Strong customer service skills are mandatory.

QUALIFICATION

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 or equivalent experience desired in the areas of Counseling, Social Work, or Human Services. Two years experience in providing employment and career counseling preferred.

LANGUAGE SKILLS

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and/or governmental regulations. Ability to write reports and business correspondence. 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 allocations 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 ~ May 9, 2014. Applicants may also email resumes and/or application to cityjobs@lowellma.gov

EOE/AA/504 Employer