

City of Lowell
Job Description
Please Post: November 26, 2014
Deadline: December 10, 2014
Career Center of Lowell
Career Advisor- Young Adults

Job Title: Career Advisor, Young Adults (1100-DH07, 2090)
Department: Career Center of Lowell (CCL)
Reports To: Career Center Manager, Young Adults
Union: Ordinance Non-Union
Wage: \$42,915.60 (min) to \$50,311.56 (max); Per City Ordinance; 35 hours per week-Grant Funded

SUMMARY

Provides core, intensive and career/employment services to young adults ages 14-24 for the Career Center of Lowell. To perform this job successfully an individual must be able to work in a fast paced, multi- cultural environment, assisting young adults with any and all of their job search/job placement/educational needs.

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

- Develop /manage participants and job worksites for eligible young adults in the CCL summer and year round youth employment programs.
- Supervise worksites and young adult caseload on a regular basis, communicate to management any problematic occurrences and document information into data base.
- Conduct Career Center Seminar on a weekly basis for young adults seeking membership in the Career Center of Lowell and assist in development of Career Action Plan for young adults participating in programs or enrolled in job search.
- Develop and facilitate job readiness and employment skills workshops with young adult co-workers in a team environment.
- Assist young adults in the development of a Case Management Plan to include identification of any potential barriers, and necessary supportive services.
- Assist young adults in understanding and overcoming barriers to employment.
- Provide ongoing career counseling and direct job placement services to young adults 14-24 and utilize occupational, educational and labor market information to aid the young adults in making and carrying out a plan for both short term and long term goals that will lead to self-sufficiency.
- Assist young adults with the achievement of career/educational/employment goals related to their skills, interests and abilities.
- Conduct participant follow-up on all young adult participants during and after program participation.
- Determine eligibility and priority of services for all WIA and State funded programs and assure compliance with DOL and state regulations and agency policy and procedures.
- Collect, organize and analyzes information about the young adult through the use of assessment interviews, results from the TABE test, and professional sources to appraise interests, aptitudes, abilities and personality characteristics for occupational, vocational and educational planning.

- Must be detailed oriented, ability to multi task and prioritize various job duties as assigned in a busy, multicultural Young Adult Career Center environment.
- Case Manage program participant caseload and data enter into MOSES and other databases accurate detailed oriented documentation of services, referrals, incidents, case notes and assessments in compliance with State and agency policies and procedures.
- Assist management in preparing and analyzing department performance reports.
- Participate as part of a team to determine the young adult's suitability for participation in WIB/CCL funded programs.
- Works with partners at the City, State and local CBOs on issues relating to Young Adults as needed.
- Markets the WIB/CCL young adult services to local school systems, business, labor and the public.
- Represents Career Center at community meetings involving young adult issues.
- Other duties as assigned.

QUALIFICATION REQUIREMENTS

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 desired in the areas of Education, Counseling, Social Work, or Human Services. Five to three years' experience working with Young Adults particularly those who are court/gang involved. Knowledge of local area community based organizations, supportive service agencies and educational institutions desired.

LANGUAGE SKILLS

Bi-Lingual English/Spanish a plus, as well as the ability to read, analyze and interpret general business periodicals and federal and state regulations. Applicants must be able to present in a professional manner all CCL young adult program information, employment and work readiness practices to management, federal and state representatives as well as social service agencies.

MATHEMATICAL SKILLS

Ability to add, subtracts, 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.

OTHER SKILLS AND ABILITIES

Ability to understand and be sensitive to the needs of the at-risk Young Adult to include the homeless, economically disadvantaged, and court/gang involved young adults. Proficient in Windows 7 operating system and Microsoft Outlook, Word, Excel and general database knowledge. Knowledge of resume development, job interview skills, job search skills, and case management skills a plus. Must have excellent written and oral communication skills and ability to document services into databases as needed (MOSES). Ability to work as part of a team oriented department and develop effective working relationships with co-workers. Strong customer service skills are mandatory.

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. This position is funded by 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 objects, tools, or controls; reach with hands and arms; talk and hear.

The employee must regularly 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 the 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. 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 application to the Human Relations Office, Room 19 City Hall, Lowell, MA 01852 by 4:00 pm: Deadline ~ December 10, 2014. Applicants may also send application and/or resume to fax # 978-446-4102 or email to cityjobs@lowellma.gov

EOE/AA/504 Employer