



## Career Transition Specialist

Reports to the Career Transition Services (CTS) Director and is a salaried, exempt position. Responsible for counseling WPA CTS assignees in all aspects of career transition, job search skills, job placement issues, job retention and Job Corps CTS services and requirements. Responsible for securing placement data for assignees and identifying assignees who are no longer employed or in school and ensure reconnection with another placement, school, or military within the service window. Demonstrates ongoing commitment to preparing young people for the workforce by modeling, mentoring and monitoring excellence in the eight Career Success Standards of: workplace relations and ethics; information management; communications; multicultural awareness; personal growth and development; career and personal planning; interpersonal skills and independent living.

### Duties and Responsibilities:

- Demonstrates and abides by ODLE Core Values and operating principles.
- Conducts interviews with students preparing to exit the center. Provides re-orientation and further focus on job search techniques.
- Creates and maintains a caseload of active assignee files, establishing a tickler system for caseload management. Maintains bi-weekly or monthly contact through telephone and/or in person and documents all actions in CTS case notes.
- Attends meetings that involve Career Transition student/process issues.
- Visits classrooms and trade shops to familiarize students with CTS processes, employability skills, career preparation, job search, job retention, etc. Familiarizes students with military, school and job opportunities and offers.
- Provides workshops to exiting students and assigned caseload. Assists center staff with the planning and execution of job fairs and career days.
- Maintains linkages with military services, One Stops and other external resources; maintains job banks; secures and posts job leads; sets up job interviews; arranges transportation assistance and other support services. Performs job development by screening leads from newspaper classifieds, telephone, personal contacts, referrals, internet, and other youth service organizations.
- Ensures that all necessary licenses, certificates, transcripts and/or any pertinent document that will aid in job search are completed prior to student's exit.
- Ensures that accurate contact information is obtained from exiting students and that their files are continually updated. Initiates transfers for students relocating outside of the WPA zone.
- Identifies support services needed for independent living; makes referrals to support services agencies. Develops and maintains a resource center for support services.
- Participates in the students' Career Assessment Panel.
- Ensures assignee checks are distributed in a timely manner and informs assignees of processes related to payments.
- Meets regularly with center staff that can assist with students Pending Placement to facilitate contact and placement information.
- Ensures that all Personally Identifiable Information (including DOL-issued laptop) is securely stored at all times.
- Ensures that all value items are secured and accurately distributed to assignees.
- Initiates contact with "former enrollee" assignees prior to their exiting the center, or soon afterwards.
- Utilizes 678 data and the CTS system for informational resources; utilizes all resources available for placement opportunities.
- Upon learning of a lost placement, intensifies contact frequency and presents job offers to contacted students. Reminds students of importance of job search and job retention.
- Completes and submits data forms for processing for all identified placements.
- Tracks individual performance through regular checks of POMS reports for correct information on all caseload students.
- Complete appeals process and re-verifies placements to reconcile any errors in 6/12- month surveys.
- Provides additional assistance, as departmental needs become evident, in meeting overall department placement goals.
- Attends required staff training sessions.
- Maintains accountability of staff, students, and property, adheres to safety practices in all areas of responsibility.

- Clearly communicates and consistently models appropriate CSS and employability skills including personal responsibility and computer fluency.
- Cultivates and maintains a climate on center that is free of harassment, intimidation and disrespect to provide a safe place for staff and students to work and learn.
- Performs other duties as assigned.

*The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.*

**Education and Experience Requirements:**

- Bachelor's degree. One year of experience in sales, marketing or counseling.
- Prefer Job Corps experience or four years' experience working with youth.
- Valid State driver's license in the state of employment with acceptable driving record.

**Additional Requirements:** Sound knowledge of case management, career counseling, employment counseling and job search, job preparation and development techniques. Must be able to effectively communicate with culturally disadvantaged and minority youth. Excellent communication skills, both oral and written. Good organizational skills. Must obtain and maintain CPR/First Aid certification. Ability to inspire and motivate students. Position requires an ability to operate office equipment. In addition, individual must be able to interact with team members and maintain an effective working relationship with all facility staff and departments.

**Working Conditions:** This position involves frequent sitting and driving. Occasionally position involves standing, walking, bending, stooping and squatting. Applicant must be able to see, hear, and speak.

**Environmental Demands:** Position requires ability to spend 5% of work time outside and 95% of work time indoors; ability to withstand moderate noise levels, including voice levels 90% of work time; ability to work in extreme heat upwards to 118 degrees outdoors in summer months; and ability to work in windy and extreme cold in winter months.

**ODLE is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.**