

College & Career Navigator (CCN) at Adult Literacy Plus of Southwestern Arizona in Yuma, Arizona, United States

Job ID# 5151336 on www.azjobconnection.gov

Part Time

Pay Rate: \$19.00 - \$23.00 Hourly

Job Description

Position Summary

The College and Career Navigator (CCN) is responsible for supporting adult learners as they plan for their futures and transition to further education or the workforce. The CCN will provide all students with enhanced career guidance and support that may help them achieve their education and career goals. This position works closely with the Program Director to generate accurate reports in accordance with the Arizona Department of Education (ADE) and State and Federal guidelines. Bilingual in English and Spanish preferred.

This is a grant-funded position and continuation is contingent upon renewed funding.

Duties and Responsibilities: This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

- Builds and maintains collaborations with postsecondary institutions, and utilizes 'Ability to Benefit' as applicable.
- Provides information and counseling on career entry and career training.
- Builds and maintains relationships with WIOA core partners.
- Works with partner agencies to coordinate support and transition services for participants.
- Provides coordination services to participants for four quarters, after the participant has completed high school equivalency diploma program; and collects data for program reporting.
- Maintains the agency's Client Referral System (CCR).
- Maintains the Workforce System Grant data.
- Analyzes and prepares data reports to the Program Director, as needed.
- Participates in staff meetings and professional learning trainings:
- Must complete the National Career Development Association's (NCDA) Facilitating Career Development Training or the World Education's Navigating Pathways to Opportunity (NCTN) within 1 year of employment.
- Participates in staff meetings and professional learning training.
- Maintains personal Time & Effort and Professional Learning logs as needed.

Able to:

Communicate effectively (verbally and in writing) and to relate to others in a professional manner; relate to a diverse population and to maintain composure when faced with difficult situations; multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with attention to detail; work independently while contributing to a team environment; identify and resolve problems and maintain strict confidentiality related to sensitive information; analyze problems, identify solutions, and take appropriate action to resolve problems using independent judgment and decision-making processes; and establish and maintain effective working relationships with other department staff, students, and the public.

Competencies:

- Knowledge of the adult learner population
- Knowledge of Career Pathways
- Knowledge of learner skills that can lead to success
- Knowledge of resources available to learners
- Supervisory Responsibility This position has no direct supervisory responsibilities.

Work Environment

- This job operates in an educational office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

- Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- This is largely a sedentary role; however, some filing is required. This would require the ability to lift heavy files and file boxes, open filing cabinets and bend or stand on a step stool or step ladder, as necessary.

Position Type and Expected Hours of Work

- The College and Career Navigator is a part-time position. Days and hours of work are Monday and Tuesday, 1:00 PM to 5:00 PM and Wednesday through Friday, 8:00 A.M. to 12:00 P.M; the employee must be available during the "core" work hours on any given day of the week.

Travel

- Travel for required training and ADE professional learning classes is mandatory. Periodic professional development and industry conferences may be offered, and attendance is strongly recommended. Travel will be an organizational expense and an individual per diem for travel will follow organizational travel policies.

Job Requirements

Bachelor's or Associate's degree in Social Work or related field, and/or relevant case management experience. A minimum of two (2) years experience working in an office environment. Proficient in Microsoft Suite software applications (Word, PowerPoint, Excel). Bilingual (English/Spanish) preferred. OR an equivalent combination of education, training and experience.

Work Authorization/Security Clearance

A valid Fingerprint Clearance Card is required within 3 weeks of employment – no exceptions.

How to Apply

Please submit a current resume and a letter of reference to Program Director, Jesse Figueroa, jfigueroa@alpsaz.org. You will be provided with instructions via email to complete the interview process.