



Business and Career Services, Inc.

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Inc
Job Description**

Job Title:	Career Advisor	Job Category:	
Department/Group:	Adult Services	Position Type:	Full Time
Location:	Wheeling	Travel Required:	Minimal
Experience Level:	Entry/Moderate	Salary Range:	\$37,000 - \$41,000
Reports To:	Program Manager		
Job Description			
<p>Functions as the key service contact for job-seeker customers. Provides eligibility determination, orientation and assessment. Orients, interviews, and counsels customers. Recommends most appropriate service strategy for each customer. Provides career counseling and prepares, screens and identifies candidates for open job opportunities. Tracks and analyzes data on an individual, caseload and agency wide basis.</p> <p><u>Essential Duties and Responsibilities</u></p> <ul style="list-style-type: none"> • Screens program candidates to determine eligibility and suitability for program. • Provide career information and guide candidates through resources to make informed career choices. • Assess the employment, training and education needs of individual participants in preparation for the design of a career development plan. Track progress on achievement of goals and adjust as needed. • Ensures timely progression through services, program exit, and management of caseload capacity. • As appropriate, provide guidance and enrollment into appropriate training programs including Individual Training Accounts (ITAs) and On-the-Job Training (OJT). • Evaluate participants' on-the-job performance either through observation or with the work site employer • Develops applicant records and maintains applicants' files with up-to-date information. Maintain records in compliance with regulatory requirements. • Arrange for support services as necessary. • Provide post-employment follow up to help ensure retention. • Researches and coordinates use of outside resources to benefit individual participants. • Identifies new community contacts and ideas for publicizing the program. <p><u>Qualifications and Education Requirements</u></p> <ul style="list-style-type: none"> • Bachelor's degree. Three years of related experience in education, counseling, social services, or related field a plus. WIA/WIOA experience a plus. • Strong computer skills required. Microsoft Excel proficiency a must. • Must be willing to travel occasionally between main office in Wheeling and other offsite locations for cohort specific programming. • Ability to quickly gather, organize, and analyze information and produce reports. • Excellent communication and counseling skills. • Overall knowledge of grant regulations and the importance of compliance, or ability to learn quickly. • Team orientation with respect for others, as well as ability to work independently when necessary. • Ability to work well with individuals of various social and economic backgrounds. <p>How to apply: email resume/cover letter to resume@bcsillinois.org</p>			
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