Business and Career Services, Inc
Job Description

Job Title:	Career Advisor	**Job Category:**	
Department/Group:	Adult Services	**Position Type:**	Full Time
Location:	Wheeling	**Travel Required:**	Minimal to Moderate
Experience Level:	Entry/Moderate	**Salary Range:**	$45,000 – 48,000
Reports To:	Program Manager		

Job Description

Functions as the key service contact for job-seeker customers. Provide eligibility determination, orientation and assessment. Orient, interview, and counsel customers. Recommend most appropriate service strategy for each customer. Provide career counseling and prepare, screen and identify candidates for open job opportunities.

Essential Duties and Responsibilities

- Refer customers to services offered through partner agencies or directing them to the many self-directed resources.
- Screens program candidates to determine eligibility and suitability for program.
- 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 classroom and on the job.
- Assist in the planning and implementation of cohort industry specific programming that includes Job Readiness boot camps and internships off site;
- 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.
- Research and coordinates use of outside resources to benefit individual participants.
- Identifies new community contacts and ideas for publicizing the program.

Qualifications and Education Requirements

- Bachelor's degree or related experience in education, counseling, or social services. WIA/WIOA experience a plus.
- Strong computer skills required.
- 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.
- Must be willing to travel occasionally between main office in Wheeling and other offsite locations for programming.

Last Updated By:		Date/Time:	4/7/2023