



OWENS VALLEY CAREER DEVELOPMENT CENTER

Family Literacy, Language Program, Child Care
Tribal TANF, Career Education

2574 Diaz Lane • P.O. Box 847 • Bishop, CA 93514 • (760)873-5107

POSITION TITLE: Career Development Specialist
CLASSIFICATION: Non-Exempt
DEPARTMENT: Career Services
SUPERVISOR: Career Education Director or Coordinator
PAY RATE: \$19.23 to \$31.32 per hour

Position Summary:

Under the general supervision of the Career Education Director or designee, the Career Development Specialist will provide support and services to eligible participants and will develop, evaluate and/or implement career, educational, social, and personal development activities that lead to long-term personal enrichment goals and self-sufficiency of OVDC participants. The employee will work closely with the Site Managers and with Family Advocates across multiple regions planning, processing, and monitoring cases and with ongoing reporting.

This list of duties and responsibilities is illustrative only of the duties performed by this position and is not all-inclusive. Each classification may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.

Essential Duties & Responsibilities:

- Works in partnership with families to develop a solid Family Self Sufficiency Plan and co-create a strategy that advances them on the path of economic self-sufficiency and monitors their progress.
- Provides individualized guidance to participants utilizing interests, assessments, aptitude data, and personality evaluations in the guidance process.
- Collaborates with the Family Advocates to meet regularly with participants to assess participant progress and refine career goals.
- Utilizes coaching tools and concepts such as motivational interviewing and a growth mindset approach to assist participants in developing career plans and support participants in meeting identified goals and milestones.
- Builds rapport and collaborates with community organizations, educational institutions, tribal entities, local agencies, and other key partners for the purpose of identifying career opportunities and strengthening referral relationships.
- Researches economic conditions and trends and integrates labor market information to optimize planning.
- Works closely with TANF Site Managers and Family Advocates to ensure participants are eligible and are provided with services that meet the specific needs of the families and individual participants within the TANF Program.
- Schedules and coordinates events, including and not limited to, job fairs, higher education workshops, soft skills, on-the-job employee training and other work experience opportunities.
- Assists participants in improving self-awareness by identifying, assessing, and understanding their competencies, interests, values, and personal characteristics, and connecting these assets to their career choice and success.
- Recognizes the signs and symptoms of trauma and incorporates trauma-informed practices into the work.
- Provides program information and requirements and explains all appropriate forms and documents.

- Develops job resources for participants, including and not limited to employer contact lists, internet resources, and job readiness program content.
- Assists and support participants in understanding the benefits gained from community service, gainful employment, cooperative education, internships, and other opportunities that lead to economic self-sufficiency.
- Co-develops growth plans with participants and support participants' career and educational decisions, graduate/professional school plans, employment plans, and/or job search competencies.
- Recognizes when counseling is needed beyond the scope of career counseling and makes appropriate referrals to other resources.
- Provides monthly reports to the Career Education Director and collaborates with the Career Education Program, Site Manager, and Program Specialists to compile data for the reports.
- Maintains confidentiality of privileged information.
- Performs other duties as assigned.

Minimum Qualifications:

- Bachelor's degree in Social Sciences, Communication, Counseling, or other related field and/or equivalent combination of education and experience that meets the knowledge, skills, and abilities to perform the duties of the position.
- Training and experience conducting career assessments is preferred.
- Employee is expected to travel regularly within service areas and may be expected to travel to headquarters for meetings.
- Experience identifying the developmental needs of others and coaching, mentoring, motivating, or otherwise helping others to improve their knowledge or skills, especially in preparation for obtaining meaningful careers and/or personal objectives toward self-sufficiency.
- Strong conflict resolution and mediation skills.
- Experience working with individuals that are struggling with life challenges.
- Must possess a valid driver's license and be insurable under company insurance.

Knowledge, Skills, and Abilities:

- Knowledge of modern office practices, methods, procedures, and automated systems.
- General knowledge of the vision and mission of Owens Valley Career Development Centers.
- Excellent oral and written communication skills and shows the ability to work with people from diverse cultures and socio-economic backgrounds.
- Knowledge of or experience with trauma-informed approaches.
- Knowledge of general economic conditions and trends, including California (and local) industrial, labor, business, and agricultural conditions, trends, employment practices, and employment and training requirements.
- Ability to plan, organize and implement regional events.
- Ability to develop and maintain a relationship of trust, confidence, and good rapport with staff, administration, and program participants.
- Ability to practice a growth mindset in daily activities.
- Knowledge of American Indian history and knowledge of local culture and traditions.
- Must be able to pass a thorough background investigation including driving record, criminal background, employment, and education verification.
- Works independently and with a team to accomplish OVCDC's vision and goals.
- Proficient in Microsoft Office Suite and other virtual presentation platforms.
- Ability to use tact and diplomacy to effectively handle sensitive situations.

Physical Demands:

While performing the duties of this job, the employee regularly is required to sit; use hands and fingers to handle, or feel; and talk and hear. The employee occasionally is required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

Work is generally performed in an office setting with a moderate noise level. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required. Travel is required.

Native American Indian Preference:

Native American Indian preference shall apply to all positions at OVCDL pursuant to the Indian Self-Determination and Education Assistance Act (24 USC 450, et. seq.), 25 CFR 271.44, applicable Tribal Employment Rights Ordinances, and other relevant laws.