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: **Temporary Assistance for Needy Families (TANF)**
SUPERVISOR: **Site Manager**
PAY GRADE: **NE6 - $25.17 to $35.24 per hour**

Position Summary:
Under the general supervision of the Site Manager or designee, the Career Development Specialist will develop, evaluate, and implement career, educational, social, and personal development activities that lead to long-term personal enrichment goals and self-sufficiency of eligible OVCDC participants living within the service area. The employee will work closely with the Site Managers and staff to plan, process, and monitor cases.

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:
- Work 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.
- Provide individualized guidance to participants utilizing interests, assessments, aptitude data, and personality evaluations in the guidance process.
- Assist participants with soft skill development – problem-solving, time management, critical thinking, resume writing, and other skills.
- Collaborate with the Family Advocates to meet regularly with participants to assess participant progress and refine career goals.
- Utilize 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 their goals.
- Build rapport and collaborate with community organizations, educational institutions, tribal entities, local agencies, and other key partners to identify career opportunities and strengthen referral relationships.
- Research economic conditions and trends and integrate labor market information to optimize planning.
- Work 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.
- Increase job search competencies and knowledge in workforce preparation.
- Schedule and coordinate events, including, and, not limited to, job fairs, higher education workshops, soft skills, on-the-job employee training, and other work experience opportunities.
- Assist 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.

- Recognize the signs and symptoms of trauma and incorporates trauma-informed practices.
- Provide program information and requirements and explain all appropriate forms and documents.
- Develop job resources for participants, including and not limited to employer contact lists, internet resources, and job readiness program content.
- Assist and support participants in understanding the benefits of community service, gainful employment, cooperative education, internships, and other opportunities that lead to economic self-sufficiency.
- Co-develop growth plans with participants and support participant's career and educational decisions, graduate/professional school plans, employment plans, and/or job search competencies.
- Recognize when counseling is needed beyond the scope of career guidance and make appropriate referrals to other resources.
- Prepares monthly reports.
- Collaborate with the Career Development Specialist peers and other staff across the organization.
- Maintains confidentiality of privileged information.
- Performs other duties as assigned.

Minimum Qualifications:

- Bachelor's degree in Social Sciences, Communication, Counseling, or another related field with one-year relevant experience 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.
- Experience identifying the developmental needs of others and coaching, mentoring, motivating, and helping others 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 who are struggling with life challenges.
- Must possess a valid driver's license and be insurable under company insurance.
- Proficient in Microsoft Office Suite and virtual presentation platforms.

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 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.
- Ability to use tact and diplomacy when encountering sensitive situations.

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

Travel: Employee is expected to travel regularly within service areas and may be expected to travel to headquarters for meetings.

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.

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Native American Indian Preference:
Native American Indian preference shall apply to all positions at OVCDC 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.

Benefits:
OVCDC offers an affordable, comprehensive, and competitive benefits package. Eligibility for benefits is dependent on the position. The following is a listing of the benefits package:

- Medical plan
- Dental and Vision Insurance
- Flexible Spending Account option
- Generous Vacation and Sick Leave
- Observation of federal and state holidays
- 401(k) with employer match
- Life insurance
- Wellness program
- Tuition Reimbursement Program
- Professional Development and other training opportunities