



Job Title	<i>Career Specialist – Career MAP Program</i>
Department	<i>Center for Financial Inclusion</i>
Reports to	<i>Associate Program Director</i>
Location	<i>Washington, DC</i>
Position Type	<i>Regular, Full-time</i>
Exemption Status	<i>Non-exempt Status</i>
EEO Classification	<i>0740</i>
Salary	<i>\$60,000 - \$65,000</i>

General Summary

GWUL is offering a Family Work & Wellness Accelerator Program designed to assist approximately 300 families who experienced homelessness and recently exited a rapid rehousing program. The Accelerator provides critical services in career advancement, financial empowerment, family support, and housing stabilization. The program is developed in partnership with FHI 360 to provide an integrated solution for career navigation and coaching services that put the voices of participating families at the center of design, care, and support.

The Career Specialist will spend much of their time in the office on a Hybrid Schedule, completing their daily programmatic requirements, and tasks, and supporting the Career Mobility Action Plan (Career MAP) program participants and Career MAP Service Coordinators. The Career Specialist is responsible for supporting program participants in creating a comprehensive employability plan that can be achieved by the end of the program. The primary responsibilities attached to this position include workshop facilitation, career coaching, job placement, advocacy, career planning, workforce event planning, relationship building, and engagement documentation. In addition to providing superior customer service to ensure program participants receive the services needed.

Essential Duties and Responsibilities

According to the ADA 1990, reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Develops, in collaboration with Career MAP program participants, an individualized employability plan outlining long and short-term career objectives and steps to be taken in achieving the specified employment goal.
- Provide detailed documentation of all career-related interactions with Career MAP program participants in the required systems such as Quickbase and Apricot.
- Advises, monitors, and tracks career services participation for Career MAP program participants so that they maximize the functions and opportunities of the program.
- Lead the development and implementation of engagement strategies to increase Career MAP program participant engagement with career readiness and advancement services.
- Collaborate with grantor Career Specialist to refer career-ready program participants for job opportunities and training programs.
- Organize and execute career exploration events, job fairs, job clubs, peer groups, or other career services events as needed.
- Work in collaboration with GWUL Career MAP Service Coordinators to provide case management services focusing on intervention strategies that will remove all existing barriers to employment.
- Objectively assesses readiness to transition from unemployment and/or career preparation to employment.



- Administer career and personality assessment tools as a first step in career planning to measure interests, skills, and work styles for Career MAP program participants.
- Develop the placement program for GWUL Career MAP participants seeking employment, in collaboration with GWUL Career MAP Program leadership, with a focus on members being placed in career fields that will increase financial stability for program participants and their families.
- Develop and maintain relationships with local employers whose recruiting needs match the knowledge, skills, and abilities obtained through career services provided by the GWUL Career MAP program.
- Provide motivational support to program participants during the job search process.
- Provide individualized follow-along support to Career MAP program participants including crisis intervention, job coaching, advocacy, and counseling to assist individuals with maintaining employment.
- Follow up with employers and placed Career MAP program participants to ensure positive outcomes for placement.
- Train GWUL Career MAP Service Coordinators in basic career development structure, purpose, and services to complement services provided by the Career Specialist.
- Provide career guidance and counseling, including but not limited to career assessment and interest inventories, career, and major selection, resume development and reviews, mock interviews, program-specific career days, job search strategies, cover letter writing, and connections with career resources both inside and outside of the GWUL.
- Facilitate workshops, seminars, and programming to provide career information and other needed topics.
- Research labor market and hiring trends to ensure placements are aligned with careers with opportunities for continued advancement and economic mobility.
- Maintain a working knowledge of local education, certificate, trade, apprenticeship, and vocational programs and refer Career MAP program participants as needed.
- Conduct continuous outreach by phone call, email, and text message, to Career MAP program participants for engagement in services.
- Successfully documents program participant success stories internally and externally.
- Must be able to personally identify with the lived experiences of our primary constituents and clients.

Qualifications

- Bachelor's degree in social work, psychology, business, marketing, human services, or a related field is preferred.
- A minimum of 5 years of experience in a high-volume work environment in the workforce, development, human resources, career training, adult learning, or another employment-related field is required.
- Ability to relate well with individuals, ability to motivate, and possess experience in presenting workshops and working with individuals having one or more barriers to employment.
- Skills and knowledge in performing supported employment activities including identifying and negotiating potential jobs, getting program participants integrated into jobs, providing job coaching assistance, and program participant advocacy with employers.
- Strong working knowledge of Microsoft Teams, Word, Excel, PowerPoint, and Outlook.
- Strong Excel, data management, scheduling, customer service, and time management skills.
- Ability to be adaptable and effectively work as part of a Service Coordination Team.
- Experience in job placement in private and public agencies within the last four years.
- Effective verbal, oral, and written communication skills.
- Experience working with at-risk populations and people from diverse racial, ethnic, and socioeconomic backgrounds.
- Bilingual candidate is a plus.



Working Conditions

The employee will be working in a normal office setting to include a hybrid schedule.

Physical Requirements

While performing the duties of this opportunity, the employee will frequently sit, stand, walk, and reach. May need to lift files or packages periodically.

Other Duties

This job description is intended to describe the general nature and work performed by employees but is not a complete list of activities, duties, or responsibilities required of personnel. Furthermore, other duties, responsibilities, and activities may change or be assigned at the discretion of the employer.

Direct Reports

None

Signature

The employee signature below constitutes the employee acknowledging receipt of the requirements, essential functions, and duties of the position. The Greater Washington Urban League is an at-will employer.

Employee Name: _____

Employee Signature: _____

Date: _____

Approved By:	
Date Approved:	
Reviewed:	