

Job Posting:

Middletown WORKS Career Navigator (Part-Time)

MAIN RESPONSIBILITIES

- Link and match single parents to employers in Middletown and raise the number of parents who have sustainable, “living wage” jobs

RESPONSIBILITIES

- Serve as a community liaison for Middletown WORKS and the community
- Identify community members who want to learn more and/or become involved
- Identify and coordinate with other local projects and coalitions to maintain an understanding of current resources, and work to integrate and coordinate such efforts with Middletown WORKS
- Generate monthly report of activities and efforts for Core Team
- Assist community members with connecting to local employment and training resources
- Support Director with administrative tasks, outreach and engagement for events
- Other related duties as assigned

QUALIFICATIONS

- Familiarity and/or experience with community-driven development models (. i.e., Collective Impact Model, Asset-Based Community Development)
- Ability to collaborate and effectively relate to diverse stakeholders, including community members, HR Directors, CEOs, civic leaders, and businesses
- Excellent communication and engagement skills
- Public speaking and presentation experience
- Familiarity with the Middletown community
- Spanish speaking preferred

Employer services:

- Expand and/or implement services that will lead to increase long-term job retention for new and/or entry-level individuals placed into employment
- Develop and maintain relationships with employees
- Work with employers/businesses to identify specific needs
- Help employers identify retention barriers
- Help plan and execute a quality job strategy, if needed
- Help identify employees that may have barriers present
- Work closely with Human resources and/or supervisory team to set goals, address barriers, and ensure success for everyone
- Work closely to learn about employers, i.e. policies, procedures, hiring processes, pay scale

Employee services:

- Complete intakes
- Develop individual career and retention plans for community members
- Coordinate referrals to community-based services for workers to help reduce employment barriers

- Act as a resource for supervisors who have questions or concerns about workers who they employ, keeping confidentiality in mind
- Act as a bridge between employees, HR, supervisors
- Provide onsite services as needed, career plans, case management, discuss long term goals
- Serve as an employee ambassador for staff to ask questions and provide feedback, if applicable
- Get to know staff and how things operate, to better serve employees to retain them

Data:

- Ensure all data is recorded in database and track outcomes (i.e. case notes, meeting notes and self-reported stories)

Salary:

\$24/hour at 15 hours/week (no benefits)

Flexible work schedule with some evenings as needed

Please submit cover letter and resume by April 4, 2019 to:

Rebecca Lemanski, MSW

Director of Middletown WORKS

Rebecca.Lemanski@MiddletownWorks.org

Middletown WORKS is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all.