

CLASS TITLE: EMPLOYMENT AND CAREER ADVISOR

Class Code: 02843900

Pay Grade: 22A

EO Code: B

CLASS DEFINITION

GENERAL STATEMENT OF DUTIES: Assist Rhode-Island-Works (RIW) program participants in developing vocational goals reflective of their skills, capabilities and interests; manages participant progress towards achieving goals by creating and updating employment plans, to provide participants with intake and evaluation, testing, job search assistance, referral and placement; to ensure services such as employment preparation, career enhancement and follow-up services; to develop comprehensive employment plans for each employable adult and refer customers to activities that will lead to employment and/or will enhance their employability; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior; work is reviewed upon completion to ensure conformance with regulations, policies, procedures, and standards.

SUPERVISION EXERCISED: Trains, guides and/or directs technical and clerical staff assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

Assist Rhode-Island-Works (RIW) program participants in developing vocational goals reflective of their skills, capabilities and interests; manages participant progress towards achieving goals by creating and updating employment plans, to provide participants with intake and evaluation, testing, job search assistance, referral and placement; to ensure services such as employment preparation, career enhancement and follow-up services; to develop comprehensive employment plans for each employable adult and refer customers to activities that will lead to employment and/or will enhance their employability.

To provide intake, assessment, and pre-employment/job readiness orientation to clients eligible for employment services and ensure RIW recipients fully comply with program requirements.

To evaluate participants' skills to determine employment potential and refer customer to appropriate employment and training activities.

To meet with participants to identify barriers to employment and develop strategies to overcome identified barriers.

To provide employment counseling to clients requiring professional assistance with employment or training-related needs.

To communicate regularly with vendors providing employment and training opportunities to ensure participants attend scheduled activities.

To develop individualized plans for clients entering employment and training programs and maintain a comprehensive program plan providing desired results.

To maintain complete, accurate and timely case notes of participants' progress.

To track employment activities, ensure that participants attend their scheduled activities and contact participants who fail to show for a planned activity.

To update and ensure completion of individual plans according to established guidelines and

deadlines.

To establish and maintain good relations with employers, employment representatives, training providers, and related individuals and groups.

To contact participants monthly to track employment engagement.

To attend scheduled supervision meetings to discuss participant's progress.

To maintain contact with eligible RI Works participants to keep them apprised of employment and training opportunities.

To conduct field visits to encourage employers to hire eligible RI Works participants.

To refer participants to training, educational opportunities and supportive services such as mental health or domestic violence as appropriate.

To secure and maintain current information regarding available employment and training opportunities for RIW participants.

To develop and cultivate relationships with area employers in order to identify appropriate employment opportunities for customers.

To work closely with RIW vendors to identify employment opportunities appropriate to participants

To ensure timely and accurate compliance to all reporting requirements.

To assist customers with navigating the application process for childcare and transportation.

To prepare and maintain records of the daily, weekly and monthly attendance to monitor work participation activities.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of placement, referral, and claims processing systems; a thorough knowledge of TANF statute; familiarity with various community resources, industries and businesses, occupational requirements, and employment conditions in the state; the ability to assess participants' needs; the ability to read and understand complex directives, policies, or related documents; the ability to maintain effective relationships of employers, clients and the public; the ability to assess, refer, and evaluate participants in the RIW program; must possess strong communication and organizational skills; a thorough knowledge of and demonstrated proficiency in basic computer software, specialized databases and information systems; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in personnel, business, social sciences or public administration; and

Experience: Such as may have been gained through: a least two years of employment in the field of personnel, business or public administration or closely related field.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: October 2, 2016