

CAREER NAVIGATOR- Clare and Farwell Schools
CAREER NAVIGATOR- Harrison and Gladwin Schools

The Career Navigator will provide coordination of education development plans (individual service plans for Workforce Innovation and Opportunity Act (WIOA) participants), career exploration activities, work based training, and other occupational awareness activities. The Career Navigator will develop and revise, as needed, the vocational plan of service, monitor services, provided, and identify appropriate support services. Other duties include: recruiting participants for the program, completing intake requirements, providing learning lab instruction, the coordination of community based vocational experiences, and documentation of individualized program plans and outcomes for each participant. Serve as mentor to the participant by acting as a role model, facilitating individualized goal setting, and helping to identify and coordinate supports to ensure the person's success in the program. The Career Navigator will also serve as a liaison between the participant, school, parent or guardian, and Michigan Works!. The Career Navigator will work closely with the school Guidance Counselor and will report to the Michigan Works! Region 7B Chief Operating Officer or designee.

Bachelor's Degree preferred in Human Services, Psychology, Social Work, Education, or a related field or USDOL Registered Workforce Development Specialist. Five years of progressively responsible experience in a comparable position will be considered in lieu of the degree and will be required to be enrolled as an USDOL Registered Apprentice in Workforce Development Specialist.

One year experience in teaching, tutoring or counseling with diverse economically populations; computer skills; data entry; file management.

Must be able to pass a background check.

This position is a full-time, full-year position, typically M-F, excellent benefits, including medical, dental, optical, paid leave and holidays. Position pay starts at \$14.00 with a pay increase at completion of apprenticeship. Come be part of a great team!

**Note: This is a USDOL Apprenticeship, therefore, applicants must be committed to completing it. Employees will receive a journeyman card upon completion.*

Please send resume and completed application to employment@michworks4u.org by COB 01/25/19. Application can be obtained at www.michworks4u.org or by stopping in any of our 6 locations in Arenac, Clare, Gladwin, Iosco, Ogemaw, or Roscommon Counties.

Current Staff: You only need to send a letter of intent to employment@michworks4u.org by the date above.

Natasha A. Allen, CBSP, GCDF
Chief Operating Officer



Serving Arenac, Clare, Gladwin, Iosco, Ogemaw, & Roscommon Counties

Michigan Works! Region 7B Consortium - an American Job Center, is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request. Michigan Relay Center: 711 Voice and TDD.

Funding provided by the State of Michigan

Confidentiality Notice: This e-mail message, including any attachments forwarded and their contents, is intended only for the use of the individual or entity to which it is addressed and may contain legally privileged and confidential information. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or action taken in reliance of the contents of these documents is strictly prohibited. If you have received this message in error, please notify the sender by reply e-mail and destroy all copies of the original message. Thank you for respecting this notice.