

Career Navigator Job Description

The Career Navigator will provide individualized career navigation services for refugees and immigrants seeking career advancement. The Career Navigator will work one on one with each participant to identify career goals and determine the best pathway to achieve those goals. This includes but is not limited to career exploration, overcoming barriers, accessing trainings, building soft skills for career advancement, and making a connection between the participants and employers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conduct outreach and recruitment to enroll at least 50 refugee participants in the program each year.
- Complete Individualized Career Development Plans with each participant to assessment of each skills, along with their career and educational goals.
- Coordinate activities, experiences, and workshops around career fields of interest such as career days, panels, and job shadowing.
- Connect participants with a mentor with experience in the field of the career goal. Provide support and guidance for mentors.
- Connect participants to ESL, GED, digital literacy or other relevant trainings needed for participants to achieve career advancement or to be eligible for a certification program
- Facilitate workshops to train refugees on the soft skills needed for career advancement
- Connect participants in relevant certification programs needed for upskilling
- Refer participants to mainstream workforce development to access training and resources.
- Support refugees in finding the “next” job- ideally in the field of the career goal or in a role that is developing skills that contribute to the career goal.
- Work closely with the Pathways builders to ensure that each refugee participant will receive appropriate services.

QUALIFICATIONS

- Ability to use strength-based and individualized case management. Past experience in case management or job counseling is preferred.
- Ability to build and maintain relationships and partnerships with diverse stakeholders.
- Understanding of the Mohawk Valley job market and adult education and training programs
- Ability to facilitate trainings and workshops in a cross-cultural environment
- Ability to use a digital reporting system to report program outcomes for each participant
- Ability to conduct outreach to refugee communities to enroll participants.
- Skilled at crisis management, problem solving, and mediation. Cross cultural sensitivity and knowledge with the ability and desire to work with people of other cultures.
- Functional fluency in one or more foreign languages preferred.

We are an Equal Opportunity Employer, Disability, Gender Identity, Race, Sex, Sexual Orientation, Veteran Status.