



Kalamazoo Regional Educational Service Agency Job Description

Job Title: Career Specialist
Reports To: YOU Director
FLSA Status: Non-Exempt
Prepared By: Human Resources
Approved By: N/A
Prepared Date: 09/2009
Last Revised Date: 03/2016

Summary: The Career Specialist provides career planning services to workforce clients while exercising discretion and independent judgment. Maintains a caseload and works with clients through successful placement and at least one year of retention utilizing all workforce services and other community resources.

Essential Duties and Responsibilities:

- Provides career planning and guidance to customers
- Maintains documentation of services provided within required timeframes.
- Collaborate with members of business services team in determining potential career placement for participants
- Locates and evaluates prospective training opportunities
- Oversees records and evaluates work experiences and training performance
- Provides follow-up activities
- Maintains current and accurate records
- Refers clients to partner programs and other community resources
- Works as part of a team to develop and prioritize tasks in order to meet the needs of the populations served.
- Attends community meetings and serves as a public representative of Kalamazoo RESA/Y.O.U.
- Participates in professional development activities (workshops, meetings, seminars) to keep abreast of current program policies, youth employment laws and/or workforce information.
- Regular and consistent attendance.
- Other duties as assigned

Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.

Education and/or Experience:

Bachelor's degree with a minimum of three years of related professional experience in Workforce Development programs.

Certificates, License, Registration:

Valid driver's license

Other Skill & Abilities:

Effectively present information in front of groups and engage audience
Excellent communicator including listening skills, oral and written
Interpersonal skills to effectively interact with people
Works in a team oriented fashion
Ability to efficiently use computer and applicable software
Ability to problem solve
Ability to read, analyze and interpret data
Ability to write reports, correspondence
Must have thorough knowledge of community resources and agencies
Must be well organized and able to prioritize
Maintains confidentiality
Displays willingness to support and make decisions with sound judgment in timely manner
Adapts to frequent changes in the work environment
Uses equipment and materials properly
Practices safe work habits

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Work Environment:

The noise level in the work environment is usually quiet.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.