



Susan B Anthony – Career Specialist

Classification: Professional
Functional Job Title: Career Specialist
Reports To: Associate Director of Career and Education

Job Purpose:

Responsible for performing a wide variety of vocational and educational tasks for Persons Served, as assigned by the Associate Director of Career and Education to ensure that programmatic and contractual outcomes are attained. Career Specialists will complete educational baseline assessments and recommend educational and activities to improve their educational opportunities and success. Collaborates with the Treatment Team to formulate the Vocational/Educational Individualized Plan and reviews with measurable goals leading to viable employment and/or educational tracks. Ensures that all related services are in compliance with DCF licensing, CARF standards, and all the contracts relating to the program

ESSENTIAL FUNCTIONS:

1. Vocational/ Educational Program Development
Creates and coordinates a comprehensive Educational curriculum for the agency that includes all necessary activities to ensure appropriate service delivery for all Persons Served.
2. Comprehensive Vocational Educational Assessment base line and monthly updates
Administers and updates on a monthly basis educational assessments to determine: interests, educational level and goals, living & job skills. This should include computer and writing skills test or similar assessment tools.
3. GED
Identifies Persons Served that need to attain a GED. If determined to be appropriate and outlined in the educational/vocational plan, ensures that the Persons Served receive classes/training to improve skills in areas with view to passing all sections of the GED.
4. Productivity
Coordinates and or conducts individual and or group vocational/educational classes using a written curriculum and lesson plans as required, according to the frequency specified in the vocational/educational plan.
5. Job/Educational Search activities
Oversees and ensures that All work and/or school eligible Persons Served are actively involved in job search or educational/vocational search activities

6. Documentation

Is responsible for the overall vocational/educational file integrity, ensures that all needed forms are included, dated, and signed as appropriate. Prepare all critical documentation and relevant reports for an assigned caseload. Complete all Vocational/Educational documents for each Persons Served file from admission through discharge. Utilizes all forms provided to document necessity of services and/or ancillary service for the Persons Served. Completes and submits monthly reports to the Assistant Project Director on or before the 4th day of the following calendar month including qualitative and quantitative data regarding all contractually required outcomes.

7. Quality of Services

Ensures that all paperwork documenting service provision meets licensing, contract and accreditation requirements. Assures Persons Served receives training specified in plan, including computer training, writing skills, resume development, interview skills and specific job skill development. Conduct individual and/ or group instruction using a written curriculum and lesson plans as required. Organizes volunteer tutors to assist, as appropriate. Can monitor and objectively assess the progress of the Persons Served in goal attainment to: help the Persons Served identify educational training opportunities; assist with applying for certificate classes, college and/or university curriculums; apply for financial aid; and getting verification of progress and completion of these classes.

8. Community Partnerships

Develops collaborative relationships with educational and vocational community partners and corporate entities for assistance in curriculum development, on the job training opportunities and competitive employment to maximize the effectiveness of SBA program.

9. Reports

Prepare, complete and sign accurate monthly reports with required data for the quarterly reports and other Agencies about the Persons Served.

10. Training

Remain informed about local, state, and federal standards and regulations pertaining to the provision of services to the Persons Served. Attends staff meetings and other trainings as deemed necessary by the Project Director. Able to participate of extensive training and to apply that training to the implementation of a comprehensive program of care. Seeks out training pertinent to their field of practice.

11. Meetings

Attend and actively communicate in weekly Staffing Meeting.

12. Additional Responsibilities: Attend and actively communicate in weekly Staffing Meeting.

Other Areas of Responsibilities:

Special Projects and Assignments: Acts as Essential Employee and carries out special assignments as directed at time of a hurricane or other disaster. Accepts other special projects as assigned.

Miscellaneous Duties/Tasks: Available and willing to participate in additional projects. Reviews and responds to electronic and hand written e- mail, memoranda and other correspondence;

responds to community and Persons Served phone inquiries in a timely manner; Increases SBARC presence in the community.

Other Duties: Available and willing to participate in additional projects. Completes other duties as assigned by supervisor

SPECIAL EQUIPMENT USED:

- | | |
|--|---|
| <input type="checkbox"/> Computer | <input type="checkbox"/> Copy Machine |
| <input type="checkbox"/> Fax Machine | <input type="checkbox"/> Printer |
| <input type="checkbox"/> Telephone System/Voice Mail | <input type="checkbox"/> Other Shredder |
| <input type="checkbox"/> Calculator | <input type="checkbox"/> Other Cellular Telephone |

PHYSICAL/MENTAL REQUIREMENTS SPECIFIC TO THE POSTION:

Adaptability - Ability to accommodate to new or changed situations, maintaining a helping role while helping to meet service goals.

Filing – Ability to frequently stand, bend, stoop, and lift.

Public Contact – Ability to frequently work professionally and calmly with the public in person and on the phone, especially if person is upset and in stressful situation.

Crisis Intervention –Ability to work effectively with individuals currently experiencing an exacerbation of either psychiatric or medical symptoms.

Cultural competence – Awareness of cultural differences

WORKING CONDITIONS

Work performed in an office space in a climate controlled setting and in the community on occasion

Work may involve some interventions with Persons Served who are in crisis and may become aggressive.

Work requires flexible schedule and ability to work beyond the typical hours of operation to ensure that Persons Served needs are met by the staff.

SPECIAL CONDITIONS OF EMPLOYMENT:

Must have Bachelor's Degree (Master's preferred) from an accredited four-year college or university with major course work in Human Services, Education, or vocational Counselor or other field closely related to the area of assignment; and two (2) years of experience working as an adult educator and/or vocational specialist.

CERTIFICATION OF RECEIPT AND UNDERSTANDING

I hereby certify that I have reviewed a complete copy of my Functional Job Description related to my position. I also certify that I understand my duties, responsibilities and workplace environment

as described in both. I agree to perform the duties herein. I have received a copy of this job description.

Employee Signature

Date

Supervisor Signature & Title

Date

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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