

## **Northwest Michigan Works!**

**Job Title:** Career Advisor

**Department:** Workforce Programming

**FLSA Status:** Exempt

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### **Position Overview**

The Career Advisor will provide guidance, career planning, and job search strategy support to individuals seeking employment and career development services. This full-time, professional position involves direct client interaction and collaboration with internal and community partners to deliver comprehensive career services.

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### **Supervision Received**

- Reports directly to the Northwest Michigan Works! Regional Director of Workforce Programming.
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### **Key Responsibilities**

As a Career Advisor, the following are key responsibilities:

- Client Assessments:
    - Evaluate clients' work, education, and training backgrounds.
    - Analyze skills and competencies in relation to local, in-demand employment opportunities.
  - Career Development:
    - Assist clients in overcoming barriers to employment.
    - Provide career-related resources and workshops.
    - Facilitate understanding of current job market trends and employer expectations.
  - Service Coordination:
    - Review client information to determine the need for intensive services and referrals.
    - Refer clients for in-depth assessments, counseling, and work readiness activities.
  - Client Support:
    - Offer assistance with resumes, mock interviews, and soft skills development.
    - Develop individualized service strategies tailored to client goals.
    - Maintain ongoing communication with clients, including follow-ups and case note entry.
  - Events and Workshops:
    - Collaborate with the Business Services Team to organize career planning and networking events.
    - Assist in coordinating job fairs and special events.
    - Lead workshops on work readiness, career development, and employability skills.
  - Community Engagement:
    - Connect clients with relevant community resources.
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### **Required Qualifications, Skills, and Abilities**

- Education and Experience:
  - Associate's Degree or equivalent experience (preferred).
  - Background in education, human services, or related fields.
- Core Competencies:
  - Strong case management and leadership skills.
  - Ability to develop effective partnerships and work collaboratively with diverse groups.
  - Excellent verbal and written communication skills.
  - High level of customer service and interpersonal skills.
- Technical Proficiency:
  - Proficient in Microsoft Office Suite and related software tools.

- Familiarity with Google Suite, social media platforms, and business software.
  - Other Requirements:
    - Valid driver's license and ability to be insured to drive agency vehicles.
    - Knowledge of local labor market trends and employment practices.
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### **Physical Demands**

The physical demands of this position are representative of those required to perform essential job functions. Reasonable accommodations may be provided to enable individuals with disabilities to perform these tasks.

- Regularly required to talk, hear, stand, walk, sit, and use hands for handling objects.
  - Occasionally required to climb, balance, stoop, kneel, crouch, or crawl.
  - Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.
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### **Work Environment**

- Location: Professional office environment.
  - Office Equipment: The role involves using standard office equipment such as computers, phones, photocopiers, filing cabinets, and scanners.
  - Noise Level: Typically low to moderate.
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### **Travel Requirements**

- Primarily during business hours, with occasional overnight travel required.
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### **Additional Information**

This job description reflects the current requirements of the position. As duties evolve, the job description will be reviewed and amended as necessary

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### **Employee Acknowledgment**

By signing below, the employee acknowledges their understanding of the job requirements and essential functions.

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**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_