

Northwest Michigan Works!
Job Title: PATH Career Advisor
Department: Talent
FLSA Status: Exempt

Position Summary

The PATH Career Advisor provides guidance, instruction, and support to individuals participating in the Partnership. Accountability. Training. Hope. (PATH) program in collaboration with the Michigan Department of Health and Human Services (MDHHS). This role assists individuals with career assessment, career planning, job search strategies, and overcoming barriers to help individuals become successfully employed placement and remain employed. This role is ideal for a motivated professional with a passion for career development and a commitment to helping individuals achieve self-sufficiency through employment.

Supervision Received

Reports directly to the Regional Director of Policy & Resource Management.

Essential Duties and Responsibilities

The Career Advisor may be required to perform some or all of the following key responsibilities:

Career Development & Job Readiness

- Assess and evaluate customers' work experience, education, training background, and skill sets relevant to local in-demand job opportunities.
- Assist customers in identifying and overcoming employment barriers.
- Determine the need for intensive services based on customer assessments and evaluations.
- Refer customers for in-depth career assessment, counseling, and work readiness activities.
- Provide access to career-related online resources and facilitate workshops.
- Educate customers on current labor market trends, employer expectations, and industry demands.
- Assist with resume development, job application strategies, and interview coaching.

Community Engagement & Program Support

- Collaborate with the Northwest Michigan Works! Business Services Team to facilitate career planning and networking groups.
- Support job fairs, hiring events, and other workforce development initiatives.
- Direct customers to appropriate community resources for additional support.
- Develop individualized service strategies with customers, outlining specific action steps to achieve career goals.
- Actively participate in the PATH team to enhance program success and service delivery.
- Work closely with MDHHS staff to provide joint case management services.

Program Compliance & Monitoring

- Monitor customer participation in required work-related and training activities, identifying and addressing compliance issues.
 - Participate in meetings to identify root causes of noncompliance and develop strategies for improved engagement.
 - Conduct work readiness, career development, and employability skills workshops.
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Qualifications and Skills

- Education & Experience: Associate's degree or equivalent experience preferred.

- Case Management: Strong case management skills with experience in education, human services, or a related field.
 - Collaboration & Leadership: Ability to build and maintain effective partnerships and collaborative relationships.
 - Communication: Excellent oral and written communication skills.
 - Teamwork: Ability to work effectively as part of a team in a dynamic environment.
 - Customer Service: High level of customer service and interpersonal skills.
 - Technical Skills: Proficiency in Microsoft Office, Google Suite, social media, and business software applications.
 - Additional Requirements: Valid driver's license and ability to meet agency vehicle insurance requirements.
 - Industry Knowledge: Understanding of the local labor market and best practices in public and private sector employment.
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Physical Demands

- **General Requirements:**
 - Regular talking and hearing, frequent use of hands and arms for tasks such as typing, handling materials, and reaching.
 - Occasional physical activity, such as climbing, stooping, and kneeling.
 - Visual requirements include close, distance, color, and peripheral vision, as well as depth perception and the ability to adjust focus.
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Work Environment

- **Office Setting:**
 - This role is primarily performed in a professional office environment with the use of standard office equipment (e.g., computers, phones, photocopiers).
 - The noise level is typically minimal.
 - **Accommodations:**
 - Reasonable accommodations will be provided to enable individuals with disabilities to perform the essential functions of the job.
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Travel Requirements

- **Travel:**
 - Primarily during business hours, with occasional overnight travel required for meetings, conferences, and training.
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Job Description Acknowledgment

This job description outlines the core duties and requirements of the position, which may evolve over time. The position is subject to review and amendment as needed.

Employee Acknowledgment

By signing below, I acknowledge my understanding of the responsibilities and expectations of this position.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____