Northwest Michigan Works!
Job Title: Career Advisor
Department: Workforce Programming
FLSA Status: Exempt

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.

Supervision Received

- Reports directly to the Northwest Michigan Works! Regional Director of Workforce Programming.

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.

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.

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.

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.

Travel Requirements

- Primarily during business hours, with occasional overnight travel required.

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.

Employee Signature: _____ **Date**: _____

Supervisor Signature: _____ **Date**: _____