

Job Description: PATH Career Advisor

Networks Northwest/Northwest Michigan Works! is seeking a full time PATH Career Advisor to join our team. As the PATH Career Advisor you will be working with special populations and with our internal team to help job seekers reach their employment goals.

The position is based out of Traverse City, but the PATH Career Advisor will travel to Kalkaska and Antrim counties weekly. The ideal candidate will be a problem-solver, inspiring, encouraging, and tech savvy. We work in a fast paced environment that emphasizes case management, detailed record-keeping, and teamwork. A positive attitude is a must.

Responsibilities of this position include, but are not limited to:

- *Adhere to the highest customer service standards*
- *Willingness to work with diverse communities including refugees, youth, low income families and individuals with barriers.*
- *Collaborate closely with the Department of Health and Human Services, including special cases and referrals.*
- *Manage an active caseload for the PATH program.*
- *Maintain detailed, orderly and accurate case files that document customer participation in the PATH program.*
- *Ability to travel between Traverse City, Kalkaska and Bellaire.*
- *Actively participate in community events and connect with community agencies to assist in program facilitation.*
- *Assess customers' background, skills, and barriers to employment.*
- *Assist customers in overcoming obstacles to employment.*
- *Provide and facilitate access to career related resources and workshops, including the PATH Orientation.*
- *Facilitate customer understanding of the current job market and employer expectations.*
- *Assist customers with their job search, cover letter, and résumé development.*
- *Collaborate with the Northwest Michigan Works! Business Services Team to facilitate career planning.*
- *Direct customers to relevant community resources.*

Required Qualifications, Knowledge, Skills, and Abilities include:

- *High School Diploma.*
- *Experience scheduling and managing multiple priorities; case management experience preferred.*
- *Be self-directed and able to work effectively with minimal daily supervision.*
- *Able to communicate clearly and concisely; strong verbal and written communication skills.*
- *High level of customer service and interpersonal skills.*
- *Ability to work effectively as a member of a team.*
- *Experience at engaging multiple collaborative partners.*
- *Working knowledge of community resources.*
- *Proficiency in computer operations including data bases and business software is preferred.*
- *Possession of a valid driver's license and insurable to drive agency vehicles.*

Compensation and Benefits:

This is a full-time salaried position starting at \$43,000 annually. The employee is entitled to the Northwest Michigan Works! fringe benefits package that includes: comprehensive health, dental, and vision insurance with employer paid

premiums; life insurance; disability insurance, employer paid deferred compensation retirement package; paid vacation, sick leave, and holidays; company vehicle (if applicable), cell phone, and computer.

How to Apply:

Interested candidates are to email their **cover letter** and **résumé** by Friday, April 19, 2024 to: Cristal Guinan, Director of Human Resources at cristal.guinan@networksnorthwest.org. Learn more about Northwest Michigan Works! and the job posting at nwm.org/careers.

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This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.