

Florida Job Order Bulletin Board Print Document

Job Order: **12476559**

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Job Title: **Career Development Coach WTP/SNAP- Levy County: MS 56T2**

Type of Job: **Regular**

Job Time Type: **Full Time (30 Hours or More)**

Job Description: **Veterans Preference**

General Description

Professional and responsible management work providing all aspects of career management and development, using guidance, counseling, coaching and advisory techniques to assist candidates to clarify and achieve career goals and address issues related to employment barriers. Creates action plans to take steps to implement candidate decisions. While working with job candidates, the Career Development Coach (CDC) will provide qualifying and appropriate services including but not limited to resume assistance, labor market information, assessments, interviewing assistance, referral to education, orientation to services, Employ Florida training and support, as well as career counseling. The CDC documents all referrals, services, and follow-up activities in EF in accordance with established Local Operating Procedures.

Essential Job Functions

- **Conducts preliminary interview meetings with candidates to determine candidate eligibility through assessment to establish needs and services.**
- **Engages, interviews and assesses job candidates to determine their qualifications, work history, job search strengths, challenges and areas of interest.**
- **Screens and refers job candidates to appropriate workshops.**
- **Prepares, maintains case files, including documentation such as candidate eligibility information, program performance, services provided, and other relevant information and correspondence.**
- **Maintains close contact with candidates during training and or job placements to resolve problems and evaluate placement adequacy. Accesses continued needs of services.**
- **Documents all services provided to candidates in applicable database.**
- **Maintains accurate and candidate files and case notes as required by laws, agency policies, and regulations.**
- **Prepares budgets, training purchase orders, supportive service vouchers for candidates to ensure all purchases are in accordance with established policy.**
- **Assists in the resolution of customer complaints, concerns, and issues.**
- **Answers questions about eligibility to the public and candidates.**
- **Provides performance standard information about candidate status and progress.**
- **Follows up with candidates, through one-on-one meetings, email, and/or phone discussions.**

- Performs case closures; verifying license, certificate and employment.
- Assists candidates to formulate a self-marketing plan and job campaign strategy.
- Reviews, updates, develops and disseminates career information resources.
- Plans and delivers group workshops covering career management skills, interview, resume writing, and creative job searching.
- Counsels candidate issues affecting work and career including difficulties in balancing work, home life, and other commitments.
- Keeps up to date with labor market activities and developments.
- Builds and maintains relationships with external agencies or professionals on referrals of candidates.
- Coordinates college recruiting initiatives for specialized careers.
- Maintains compliance with all personnel policies and procedures.
- Performs other job functions as required.

These essential functions are not a complete statement of all duties required. Some marginal functions of the position that are not incidental to the performance of fundamental job duties may be excluded. All duties, responsibilities, and requirements are essential to the job.

Minimum Education and Experience

Bachelor's degree from an accredited college or university in business administration, education, counseling, human resources, or related field. Minimum of three (3) years' experience in case management or an equivalent combination of education, experience, or demonstrated competence.

Knowledge, Abilities, and Skills

- Knowledge of interviewing, counseling, and coaching techniques and methods.
- Knowledge of modern management and administration techniques and methods.
- Ability to conduct interviews effectively.
- Ability to communicate effectively both orally and in writing.
- Ability to make rational decisions in a timely manner.
- Ability to evaluate and place candidates appropriately.

To perform this job successfully the incumbent(s) will possess the skills, aptitudes and abilities to perform each duty proficiently.

Physical Requirements

- Acceptable vision and hearing with or without correction

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

- Works primarily inside in an office environment.

Special Requirements

- **Valid Florida Driver's License for required travel**
- **Subject to drug screening**
- **Subject to records check**
- **Must be able to work retail hours**
- **Must complete Tier One Training and pass the Tier One Certificate Exam within six (6) months of being hired**

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and physical demands required of personnel so classified.

Work Schedule: Full-Time

Salary: \$34,500 - 59,247 per year

For instructions on how to apply for this position, please click on the green "Apply" button above.

Minimum Age: **NA**

Hiring Requirements: **Drug Testing/Screening, Background Checks**

Education Level: **High School Diploma or Equivalent**

Requires a Drivers License: **Yes, Operator License**

Minimum Salary: **34500.00 Year**

Maximum Salary: **59247.00 Year**

Pay Comments: **Not Applicable**

Benefits: **Medical, Dental, Life Insurance, Vision, Vacation, Holidays, Tuition Assistance, 401K**

Job Application Methods Accepted: **Via Email**

Employer requests only Veterans apply: **None Selected**

Application Comments:

To be considered for this position, please e-mail your cover letter and resume to: ipozo@careersourceclm.com.

Employer Information:

CareerSource Citrus Levy Marion

2175 NW 11th Drive

Chiefland, FL 32626

Contact: **Iris Pozo**

Phone: **(352) 873-7939 ext 1286**