

Local Workforce Investment Area III, Inc.
Position Description

YOUTH CAREER NAVIGATOR AND JOB COACH
KNECTY

Reports to: Teresa Burton, Program Manager

FLSA Status: Non-Exempt/Hourly

SUMMARY

The Career Navigator and Job Coach for the KnectY Youth Program is responsible for providing comprehensive support and guidance to youth with disabilities, empowering them to achieve their employment goals, enter and maintain competitive integrated employment, and foster greater independence. This role involves serving as a primary point of contact, assessing individual skills, interests, and needs, providing career exploration and job readiness support, developing personalized employment strategies, connecting participants with employers and work-based learning opportunities, and providing ongoing coaching and support.

PRIMARY DUTIES AND RESPONSIBILITIES

- Job Readiness and Employment Preparation: Deliver one-on-one coaching sessions, as needed, focused on resume writing, interview skills, workplace etiquette, self-advocacy, and other job-readiness skills to enhance participants' employability.
- Individualized Career Counseling and Employment Planning: Conduct comprehensive assessments to identify each youth's strengths, interests, skills, needs, and vocational goals, and develop personalized employment plans and strategies for obtaining and maintaining competitive integrated employment.
- Participant Point of Contact: Serve as the primary point of contact for youth participants; assist with eligibility screening and service enrollment; explain program activities and expectations; ensure participants receive early information regarding available workforce services and understand procedures and timelines for receiving those services.
- Advocacy and Outreach: Advocate for the rights and inclusion of youth with disabilities in the workforce and collaborate with employers, educators, vocational counselors, and other stakeholders to create inclusive environments, raise awareness, and expand employment opportunities.
- Community Resource Referral: Connect youth and their families with relevant community resources and support services, such as vocational rehabilitation services, independent living programs, transportation assistance, housing resources, health and wellness programs, financial counseling, and peer support networks.
- Job Development and Employer Engagement: Cultivate partnerships with local businesses, nonprofit organizations, government agencies, and other employers to create inclusive job opportunities and secure employment and work-based learning placements for program participants.
- Job Placement and Work-Based Learning Assistance: As part of the Business Services Team, assist youth in identifying and obtaining suitable employment opportunities, including internships, apprenticeships, job training programs, and other work-based learning opportunities tailored to their interests and abilities.
- Accommodation Assistance: Identify, advocate for, and help implement reasonable accommodations and assistive technologies that support the success and retention of youth with disabilities in the workplace.

- Retention Strategies and Follow-Up Support: Implement retention strategies and provide ongoing coaching, mentoring, and follow-up support after placement, including assistance with conflict resolution, stress management, workplace navigation, professional development, and career advancement.
- Data Management and Reporting: Document eligibility, case management activity, participant interactions, payments, progress, program outcomes, and compliance with directives; maintain accurate records and generate reports as needed for grant compliance and program evaluation purposes.

QUALIFICATIONS AND REQUIREMENTS:

- Education and experience equivalent to three years of professional knowledge of public workforce and/or disability services systems.
- Experience working with youth with disabilities in an educational, vocational, or community-based setting.
- Case Management and/or Human Resources experience.
- Strong customer service skills.
- Demonstrated understanding of partner programs, including Vocational Rehabilitation, or other similar programs preferred.
- Initiative - Takes initiative and provides creative ideas to improve processes.
- Organization - Plans tasks and projects for completion in a timely and organized manner.
- Dependability - Is punctual and maintains regular attendance.
- Proficient in Microsoft Office Business Services - Word, Excel, Outlook, PowerPoint.
- Communication - Has strong written and oral communication skills, including counseling and advocacy.
- Ability to work as part of a team.
- Ability to manage multiple tasks simultaneously.
- Ability to develop and maintain professional working relationships with management, co-workers, partners, and the general public.

PHYSICAL ESSENTIAL FUNCTIONS:

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.

- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, or crouch; talk or hear.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

Work will be accomplished in an office environment. The noise level in the work environment is usually low to moderate.

Local Workforce Investment Area III, Inc. does not discriminate on the basis of age, race, color, religion, sex, national origin, disability, political affiliation or belief, and for beneficiaries only, citizenship or participation in programs funded under the Workforce Investment Act (WIOA), in admission or access to, opportunity or treatment in, or employment in the administration of or in connection with any WIOA-funded program or activity.

