

Career Development Facilitator, QUEST Program - Mayor's office of Employment Development

APPLY: https://baltimorecity.wd1.myworkdayjobs.com/en-US/External/job/Career-Development-Facilitator--QUEST-Program---Mayor-s-office-of-Employment-Development_R0006718/apply

THIS IS A NON-CIVIL SERVICE POSITION

POSTING DATE: 03/13/2024

CLOSING DATE: 06/13/2024 **AT 12:00AM MIDNIGHT**

SALARY: \$56,000.00 Annually

CLASS DESCRIPTION

A Career Development Facilitator (CDF) for the QUEST program provides a variety of supportive employment services designed to support the success of job seekers returning to Baltimore from incarceration. This includes combinations of the following activities: assessment, enrollment in training, case management, linkages to supportive services, career development planning, workshops, job development, and placement. The CDF will provide intake and case management at different training providers and MOED sites throughout the city; valid driver's license is strongly preferred.

ESSENTIAL FUNCTIONS

- Recruit and screen enrollees for eligibility based on legislative funding and make appropriate referrals and placement in training opportunities and/or jobs.
- Enroll participants onsite at training and partner sites throughout Baltimore City
- Assess for supportive service needs and link to relevant programming and partners.
- Facilitate the development of career goals and co-create strategic employment plans based on these goals.
- Achieve program performance goals regarding enrollment, retention, completion and placement in jobs or further training.
- Engage in collaboration with a wider network of re-entry stakeholders to learn from and inform best practices.
- Provide hands-on, flexible case management tailored to each participant's needs.
- Maintain an impeccable record of services and stay current on updating program data on MOED case management platforms per MOED and state regulations.
- Perform other duties as required.

EDUCATION AND EXPERIENCE REQUIREMENTS

- EDUCATION: Have two years of college with coursework in social work or related subject.
- AND

- EXPERIENCE: Have two years of experience in case management, education, vocational rehabilitation, or related human service field.
- OR
- NOTES(EQUIVALENCIES): Have an equivalent combination of acceptable education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- Develop, foster, and maintain effective working relationships with MOED clients, program participants/ customers, co-workers, public and private agency staff.
- Professional verbal and written communication skills; ability to adjust language and style to engage different audiences. Your resume will serve as an example of your career facilitation skills and MOED may request a writing sample.
- Enthusiasm for working with people returning from incarceration and supporting their training and employment goals.
- Comfort working from a combination of sites including onsite at MOED job centers, in the community at our partner locations, and remotely from home.
- Strong organizational skills: execute work assignments on time in the format required.
- Proficient in MS Office Product Suite to include MS Word, Excel, Outlook
- Capable of learning and using designated Agency and/or City/State software programs as required.

NOTE: Those eligible candidates who are under final consideration for appointment to positions in this class will be required to authorize the release of criminal conviction information.

Financial Disclosure:

This position is required to complete a Financial Disclosure pursuant to Sections 7-7, 7-8, and 7-9 of the City Ethics Law.

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