



## Career Navigator

Valeo Vocation is a non-profit staffing agency, focused on offering low-barrier access to minimum wage work while identifying career pathways that will lead participants to living-wage employment. Valeo helps low-income participants prepare for full-time employment and permanent housing by providing case management, employment navigation and transitional employment opportunities. This strategy will be used to guide participants through a progressive period of barrier reduction that will prepare them for the workforce and self-sustainability.

Career Navigators engage with participants to assist in developing an Individualized Employment Pathway and placing participants on work assignments. Through navigation, participants will establish goals and identify barriers that need to be reduced in order to achieve their goals. Navigators assist with the development of resumes, help with career skills, identify vocational training opportunities, and they conduct outreach to the business community to engage with employers in need of employees.

### **Duties and Responsibilities:**

- Conduct comprehensive community outreach to recruit participants and engage with social service providers.
- Manage case load and meet at least monthly with participants. Work with Mentors to monitor barrier reduction and job readiness.
- Create Individualized Employment Path (IEP) with participants, set monthly goals, ensure sufficient progress is maintained.
- Guide participants towards employment opportunities. Offer support by connecting them to potential vocational training opportunities, workshops or services needed to address barriers.
- Engage with commercial contracts by conducting outreach to potential employers. Manage sales cycle to ensure constant flow of work placements for participants. Create and deliver employer quotes.
- Monitor contract requirements for commercial contracts.
- Issue supportive services to residents to support barrier reduction and employment pathway progression.
- Maintain case notes and employer notes, track supportive service spending.

### **Minimum Qualifications:**

- Related college degree, or combination of college and relevant experience.
- Ability to work either in a team environment or independently while constantly promoting positive team spirit. Excellent time management and organizational skills.
- Maintain valid WA state driver's license and driving record.
- Strong computer literacy. Knowledge of CRM's, database management and Microsoft Word proficiency.
- Two years' experience working with high-need individuals. Adaptability in relating to individuals experiencing homelessness.
- Compassion driven and intercultural competent. Extensive knowledge of practice through trauma-informed care. Ability to work fluidly with diverse population of individuals facing multiple barriers.