



ASIAN PACIFIC
DEVELOPMENT CENTER

Asian Pacific Development Center

Job Description

JOB TITLE:	Career Navigator
CLASSIFICATION:	Salary, Exempt
REPORTS TO:	PRC Director of Vocational Services and APDC Program Coordinator

Primary Purpose and Function

The Career Navigator position is part of a partnership between the APDC Adult Education department and the Providers' Resource Clearinghouse (PRC). Approximately 20 hours per week will be spent providing case management, outreach, education, and direct services to eligible students within the adult education department for PRC's Vocational and Employment Department. The remaining time will be spent assisting with additional case management and career navigation for students enrolled in evening classes, assisting with the planning and facilitating of workshops, and employer engagement.

PRIMARY RESPONSIBILITIES:

- Engages students and establishes trusting, collaborative relationships directed toward the goal of assisting students in obtaining and maintaining competitive community based employment.
- Conducts job development and job search activities directed toward positions that are individualized to the interests and uniqueness of the people on his/her caseload.
- Supports students making employer contacts by applying for jobs, or learning more about jobs available in the community.
- Provides supported education for students who express interest in education to advance their employment goals.
- Completes vocational portfolio for each new student with information from the student, mental health treatment team, and with permission, family members, friends and past employers.
- Assists students in learning how their benefits will be affected by earned income.
- With the student's permission, provides education and support to family members about work and gathers input about skills, interests, strengths of the student and ideas for support.
- Assists Adult Education team with planning and facilitating workshops centered around self-sufficiency, including but not limited to job readiness, goal planning, financial management, etc.
- Assists Adult Education team with workforce center relationship building, employer engagement, and labor market research
- Available to assist with other duties as needed, including substitute teaching

Skills and Qualifications

- Bachelor's degree in psychology, social work, counseling, vocational rehabilitation, or related fields.
- At least 2 years' experience with job development and/or vocational rehabilitation with similar population.
- Must have safe driving record and a current driver's license.

- Bilingual highly preferred with preferred consideration given to individuals bilingual in Asian/Pacific languages.
- Ability to work independently and creatively
- Ability to problem solve and to work a mobile, flexible schedule
- Excellent communication skills with an understanding of intercultural communications

To apply, please send resume and cover letter to:

Rondi Noden, Adult Education Program Coordinator, rondinoden@apdc.org

Equal Employment Opportunity:

The Asian Pacific Development Center does not discriminate on the basis of race, color, creed, nationality, sex, age, or disability. The Asian Pacific Development Center is a 501(c) 3 community-based organization that has been operational since 1980.