

Buffalo and Erie County Workforce Development Consortium, Inc.

Job Title: THRIVE Buffalo Career Advisor

Department: THRIVE Buffalo	Salary Range: \$40,000-\$45,000
Location: Buffalo Employment & Training Center (BETC)	Classification: Full Time Grant Related
Reports To: BETC Executive Director	FLSA: Non-Exempt

Summary:

The THRIVE Career Advisor is responsible for assessing supportive service and financial stability needs, and provide directly, or connect THRIVE consumers to necessary resources, supportive services and financial coaching to address barriers to employment and retention.

THRIVE Career Advisors work with THRIVE clients for up to a year to promote the candidates successful completion of training, job placement, and retention. Connecting underemployed and unemployed individuals to job opportunities, linking clients with wraparound supports that support job retention, and financial education and asset building services to ensure long-term financial stability. THRIVE Career Advisors are responsible for both candidate job placement and retention.

Primary Functions and Responsibilities: (Illustrative Only)

- The THRIVE Career Advisor reviews existing intake and assessment information, and conducts a standardized assessment process to determine training and supportive service needs and complete an individualized service plan.
- Utilize database accessible to THRIVE Buffalo team members working with a client, including Supervisors and THRIVE Director. Responsible for entering client data to include but not limited to, financial needs assessment results and candidate progress, referring agency, tracking of supportive service dollars, and notes into database.
- Assess eligibility for supportive service dollars available through ESPRI, includes determining current DSS and other state benefits.
- Career Advisors Connect THRIVE clients to Supportive Services and provide financial stability services including asset building, financial capability, financial coaching and financial products.
- Maintain contact with candidates through training and/or placement for up to one year, and utilize community services and flexible funding to assist in addressing any ongoing barriers to employment success or financial stability.

- Attend Monthly THRIVE Buffalo Team Meetings. THRIVE Career Advisors will meet monthly to review individual cases, identify barriers and system issues that can be addressed either through partner cooperation or advocacy, and share successes and challenges to foster continuous improvement.
- Referring candidates for open positions through a variety of sources including Employ Buffalo Niagara, existing employer relationships, through the contracted nonprofit, or positions available through NYSDOL or BETC.
- Prepare candidates for testing and/or position interview(s).
- Complete Training required by THRIVE Buffalo. To include, but may not be limited to, database utilization, racial equity, trauma informed care, workforce development and financial coaching professional training, and assessment tool utilization.
- Tracks and Reports Measurable Outcomes against goals and targets in database and to supervisor including: referrals, placements in employment, wage increases and retention at 30, 90, 180, 365 days.
- Reports to Internal Supervisor of THRIVE Team at Agency.
- Flexible Work Schedule Required.

Competencies

- Demonstrate Cultural Competence and ability to work with diverse populations
- Collaboration Skills
- Ethical Conduct
- Thoroughness
- Strong interpersonal and networking skills with the ability to identify, create and develop relationships with THRIVE consumers
- Experience in business development with local employer community
- Excellent communication and presentation skills
- Highly organized, proven analytical skills and track record in creative problem solving
- The ability to work independently and to plan, prioritize workload in a fast-paced environment

Qualifications and Basic Requirements:

- Bachelor's Degree Preferred in Social Science, Human Services or related field; or an equivalent combination of education and experience in workforce development, especially in programming for low-income individuals, may be considered.

- Experience with Trauma Informed Care
- Preferred Case Management Experience
- Preferred Financial Coaching Experience Preferred
- Requires Ability to navigate current WFD Resources and Supportive Service Sector, strong understanding of Education/Training Opportunities, Jobs Available (Career Paths)

Essential Physical/Mental Functions

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

Physical Elements

- Lifting and carrying 10-20 pounds occasionally;
- Pushing and Pulling 10-20 pounds occasionally;
- Ability to stand, walk and sit frequently;
- Ability to speak and hear, both in person and on the telephone frequently;
- Repetitive use of hands to finger, handle, feel and operate standard office equipment frequently;
- Ability to bend, squat, kneel, reach, balance and climb stairs occasionally
- Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

Mental Performing Elements

- Regularly required to use written and oral communication skills
- Organizing and coordinating schedules;
- Read and interpret data, information and documents;
- Analyze and solve non-routine and complex office administrative problems;
- Use math and mathematical reasoning;
- Observe and interpret situations;
- Learn and apply new information or skills;
- Perform highly detailed work on multiple, concurrent tasks;
- Work under intensive deadlines with frequent interruptions;

- Interact with Center directors, managers, staff, customers, the public and others encountered in the course of work;
- Completing written work related reports.

Additional Requirements:

- Must be able to travel among various locations. Must have a valid driver's license;
- Ability to work flexible hours including evenings and Saturdays;
- Proficient in the use of the Microsoft Office Suite.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.