



Position Vacancy Announcement

Today's Date: October 23, 2017 **Posting #:**8479

Job Title: Career Development Facilitator

Location: 100 W. 23rd St., Baltimore MD 21218

Salary Range: \$33,928 – \$45,500

Status: Full-time, Regular

Position Overview:

A **Career Development Facilitator** job responsibility involves providing a variety of supportive employment services designed to enhance participants' employability. This includes combinations of the following activities: counseling, assessment, employability development planning, motivational and world of work workshops, job development and placement.

About the Mayor's Office of Employment Development (MOED)

The mission of the Mayor's Office of Employment Development coordinates and directs workforce development initiatives responsive to the needs of Baltimore City employees and job seekers in order to enhance and promote the local economy. Our vision is for every City resident to maximize his/her career potential and all employers have the human resources to grow and prosper.

Essential Duties and Responsibilities:

- Develop and conduct workshop sessions which seek to accomplish one or more of the following objectives:
 - 1) Provide instruction in job seeking, job retention and all related aspects of the world of work,
 - 2) Motivate interest;
 - 3) Build self-esteem; and
 - 4) Foster positive attitudes.
- Recruit and screen enrollees for eligibility based on legislative funding and make appropriate referral and placement in training opportunities and/or jobs
- Assesses customers' employment needs, skills and abilities; identify support services and make referrals
- Assist customers in developing an employment development plan and modify plan as circumstances warrant
- Achieve program performance goals regarding enrollment, retention, completion and placement in jobs, colleges or further training
- Assesses customers' adjustment and progress toward attainment of program objectives on worksites, in workshops and educational components
- Monitor worksites to determine client progress and provide support for assigned enrollees and employers
- Track and document customer progress through system and intervene as necessary
- Perform other duties as required.

Knowledge, Skills and Abilities:

- Develop, foster and maintain effective working relationship with MOED clients, program participants/ customers, co-workers, public and private agency staff
- Verbal and written communication skills; Presentation skills to conduct workshop training
- Solid organizational skills; execute work assignments on time in 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

Required Education & Experience:

- Two years of college with coursework in Psychology, Human Services or related subject; four year, Bachelor's degree preferred
- Two years of experience in vocational rehabilitation, job development, or related human service field

- Global Career Development Certification is desirable, or an
- Equivalent combination of acceptable education and experience

Special Requirements:

- Must complete pre-employment requirements which includes a criminal background investigation

Interested applicants may submit their resume

via email: resumes@oedworks.com please place job title and posting number in the subject line

via fax: to 410-396-8132; please place job title and posting number on fax cover

via mail: 417 E. Fayette Street, Suite 468, Baltimore, MD, 21202- Attn HR;.

MOED is an Equal Opportunity Employer.

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