



QUEST Career Advisor

QUEST Mission

The mission of QUEST is to strengthen the economy with highly qualified employees for in-demand, living wage careers.

The Career Advisor is responsible for case management of participants from enrollment, training, transitioning to job search and job placement.

Duties:

Assessing the applicant's needs and abilities to determine eligibility and suitability for enrollment, training, and job placement.

Develop a strong understanding of the demand occupations funded by Project QUEST to include educational and training requirements and future career opportunities and funding requirements.

Establishing an individualized financial assistance plan in compliance with Support Service procedures

Scheduling and facilitating weekly group meetings. These meetings will serve to maintain participant/Career Advisor contact and provide an opportunity for motivational/workplace skills training and/or problem solving and work readiness training.

Develop strong relationships with training providers; target key faculty for employer recruitment opportunities

Providing each participant with timesheets and progress reports to be signed by the training provider.

Tracking participant progress and providing necessary interventions to ensure the successful completion of training.

Entering data in the Apricot database to monitor participant goals and flow through the training and job placement process.

Maintaining weekly contact with participants that are in training, and Job Match. Coordinating efforts with Job Placement Specialist to ensure transition to long term employment for each participant.

Support the Program Manager and Executive Director on any duties as needed.

Minimum Qualifications: Bachelor's degree in social science, human resources or related field with high level of customer service and experience in case management. Working knowledge of employment and training programs, federal, state and local regulations, as well as social services available in the area. Excellent written and verbal communications skills are required. Must be able to follow the ADEPT foundational concept. **Accountable...Dependable...Excellent...Professional...Team-oriented.** Ability to work independently, as well as part of a small team. Access to reliable transportation. Must be proficient in office computer software (Word, Excel, and PowerPoint) and familiar with social media applications such as Facebook and Twitter. A willingness to learn new programs and platforms is desired. Primary work schedule is 8:00am -5:00pm, Monday-Friday, must be willing to work flexible hours.

Salary and Compensation:

Full-Time Salary Entry Level is annual rate of \$38,000 - determined by related experience & education

QUEST provides a comprehensive benefits package as part of overall compensation

QUEST is an equal opportunity employer

Please send resumes to bonita@questsa.org