

Job Title	Career Navigator
Office/Department	Office of Community Reinvestment
Salary	\$50,000 DOQ
Hours	35 HRS/WK
Description	<p>Under the supervision of the One-Stop System Manager, the Career Navigator delivers innovative, customer-focused and technology-driven career services to universal job seekers throughout the local three-county workforce area of Kane, Kendall and DeKalb Counties under the federal Workforce Innovation and Opportunity Act (WIOA). In this capacity, the Career Navigator will provide direct front-line support to effectively assess the immediate needs of unemployed and underemployed individuals and guide them through general career exploration and job search activities by coordinating, developing, and delivering individual and group assistance based on demand/need. This includes providing: orientation sessions on services and programs available through the local One-Stop system; information and assistance with accessing workforce and labor market data to explore careers and identify in-demand occupations; professional high-quality workshops focusing on job readiness skills and effective job search tools; referrals to One-Stop partner programs and/or community-based organizations that offer more intensive career, training/education, and/or other supportive services; information about community and/or hiring events, and connections with local hiring employers. The Career Navigator will ensure a regular presence to deliver these services in high-traffic areas, which includes coordinating access through the workNet Batavia Center, the Kendall and DeKalb Workforce Development Offices, and other community-based sites. The Career Navigator will also assist with the development, planning, and delivery of innovative outreach initiatives/strategies to promote the valuable resources provided through the local One-Stop workforce system and will maintain social media accounts and website content. Qualified applicants will have a bachelor's degree and should be a self-starter with strong organization and time management skills, good research skills, analytical and problem-solving abilities, solid computer skills and excellent communication skills both written and verbal. Applicants must have a valid Illinois driver's license and reliable transportation for weekly travel between office locations in Batavia, DeKalb and Yorkville along with community-based sites within the three-county area based on need. Bi-lingual in Spanish/English is a plus. Position is grant funded. Benefits include health, pension, vacation and holidays. Benefits include health, pension, vacation and holidays.</p>
How to Apply	<p>Kane County Employment application, cover letter and resumes accepted by: Kane County Department of Human Resource Management 719 S. Batavia Ave. Geneva, IL 60134 Email: hrmcorrespondence@co.kane.il.us</p> <p>Download employment application at: www.countyofkane.org Applicants must pass criminal background check. EEO Employer/Program. Auxiliary aids are available to individuals with disabilities upon request.</p>
Post Date	5/15/2024
Deadline Date	Open until filled.