

<b>Job Title</b>	Bilingual Career Navigator
<b>Employer/ Agency</b>	SER Jobs for Progress
<b>Job Description</b>	<p>The Career Navigator works to connect vulnerable adults to education and/or stable employment and wrap-around services. Career Navigator works with participants to assess personal strengths, navigate educational and workforce options, and develop individualized plans to achieve educational goals, develop work readiness competencies, find work-based experiences, and secure and maintain gainful employment.</p> <ul style="list-style-type: none"> <li>▪ Enrolls eligible participants and monitors and supports program retention and completion.</li> <li>▪ Administers intakes and educational and occupational assessments and produces a comprehensive assessment of participants' personal, educational and employment skills and goals, and support service needs.</li> <li>▪ Creates mutually agreed-upon individual service strategy plans and individual education, training and/or employment plans including but not limited to GED, ESL, workforce development programs, certifications, degree programs, volunteer opportunities, internships and on the job training programs.</li> <li>▪ Meets regularly with individual clients to monitor needs and progress on an ongoing basis, provide case management, referrals, mentoring, and coaching.</li> <li>▪ Records client interactions, services, and events in a timely and proficient manner, to ensure that goals and objectives are met. Maintains and updates participant plans and files in accordance with program standards and contract requirements.</li> <li>▪ Maintains organized and updated physical and electronic files on each client, including relevant documentation, signed forms and releases. Implements evaluation aspects of all program components ensuring confidentiality of data related to intakes, follow-up, exit, and satisfaction surveys. Adheres to all federal, state and local client document confidentiality requirements.</li> <li>▪ Knowledge of the goals, objectives, procedures and practices involved in Job development, testing, interviewing, workshop coordination and counseling.</li> <li>▪ Knowledge of the economic, cultural, and social characteristics of the client population.</li> <li>▪ Knowledge of labor market needs and employment practices.</li> <li>▪ Attends and actively participates in required trainings, meetings, and presentations.</li> <li>▪ Coordinates with other SER programs.</li> <li>▪ Orders and organizes program materials and supplies and submits necessary documentation.</li> <li>▪ Performs other duties as assigned.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Bachelor's Degree required, preferably in Social Work, Sociology, Psychology or related field.</li> <li>▪ 1-3 years' experience as a career navigator or case manager.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Experience in program recruiting and job development for clients.</li> <li>▪ Knowledge of motivational interviewing and counseling.</li> <li>▪ Knowledge of community resources in local region.</li> <li>▪ Experience using database software desirable.</li> <li>▪ Bilingual English/Spanish required.</li> <li>▪ Proficient in Microsoft Office software.</li> <li>▪ Excellent oral and written communication skills along with ability to make public presentations.</li> <li>▪ Ability to assess individual skills with precision and make appropriate referrals.</li> <li>▪ Able to handle and be entrusted with confidential information.</li> <li>▪ Must be able to pass a federal criminal background.</li> <li>▪ Valid driver's license and insurance is required.</li> </ul>
<b>Salary/Hours</b>	\$55,000.00 - \$60,000.00 Salary/year
<b>City, State, Zip</b>	Houston, TX
<b>Application Method</b>	Apply Here: <a href="https://tinyurl.com/3vy4dd2d">https://tinyurl.com/3vy4dd2d</a>
<b>Opening Date</b>	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.