

WORKFORCE NAVIGATOR (including grant-management functions)

Job Description:

Fort Peck Community College is seeking qualified candidates to apply for the position of Workforce Navigator. The Workforce Navigator is a new position created to assist the college and local Montana Department of Labor and Industry Job Service to help eligible TAA, veteran and other adult workers obtain training, industry-recognized certificates and academic degrees that best align with their occupational goals. By working directly with Fort Peck Community College and Job Service, the Workforce Navigator will help workers access services and funding streams available through both the public workforce system and two-year college. The Workforce Navigator will work predominantly with workers/students interested in several specific occupations within the manufacturing and energy industries.

The college is interested in identifying the most qualified applicant for the position.

DUTIES:

1. Grant Management

- A. The Workforce Navigator will serve as the primary manager/point of contact for the TAACCCT-grant for **Fort Peck Community College**, a consortium grant involving 13 colleges and led by Great Falls College – Montana State University (GFC-MSU). The grant management duties will include:
 - i. Communicating with the SWAMMEI Project Director, Fiscal Manager, Leadership Team and other project staff.
 - ii. Coordinating budget requests between Fort Peck Community College and the GFC-MSU Fiscal Manager.
 - iii. Ensuring complete and accurate files and records in compliance with government, funding source, and TAACCCT standards, regulations, policies, procedures, and requirements.
 - iv. Completing project reports and data requests for the Project Director.
 - v. Conducting project intake with workers, students and other targeted populations.
 - vi. Ensuring appropriate tracking of individuals engaged in the project utilizing the designated data reporting system.

2. Direct Services to Participants:

- A. The Workforce Navigator will provide direct services to appropriate college and public workforce clients, including:

- i. Competency assessment using the National Career Readiness Certificate (NCRC) WorkKeys™ and other tools allowing for informed career and educational coaching;
 - ii. Academic coaching using WorkTrain™ that complements clients' employment goals;
 - iii. Career coaching and referral services to clients pursuing post-secondary education *in targeted occupations*, to introduce them to the training providers most likely to meet their employment objectives;
 - iv. Assistance enrolling in appropriate training programs;
 - v. Assistance in acquiring appropriate funding mechanisms to support training activities; and
 - vi. Referral to appropriate agencies for non-training-related support as appropriate.
- B. Maintain a presence at college and workforce development locations with access to both data systems, to avoid duplicative intake and enrollment paperwork for clients.
 - C. Support regional outreach to, and recruitment of, TAA-eligible and other unemployed and underemployed workers.
 - D. Coordinate with other service providers, including clients' other career and academic advisors.
 - E. Provide project participants with job development and placement assistance.

3. Support Services to Participants

The Workforce Navigator will be responsible for designing and implementing an approach that allows for ongoing contact with participants to help them access needed academic, financial and social supports. This may include but is not limited to:

- On-campus office hours for individual student check-ins and regular meetings with groups or cohorts of students.
- Assessing students' academic and personal needs and barriers to determine appropriate support services.
- Developing resources for students, including tutoring and other services that increase their success in education and training.
- Providing students with competency development through WorkTrain™ exercises.
- Providing internships and full-time placement assistance to clients who are completing or have completed training activities (including the NCRC assessment).

- Referring students to on- and off-campus services and resources as appropriate.
- Assisting in the development of written career plans.
- Attending regular meetings (quarterly at minimum) to collaborate with the local partners.
- Reducing barriers to clients in the college application process and assisting in their college acclimation.

4. Regional Coordination

- Provide employers with information and resources regarding ways that the NCRC can help them reduce their time-to-hire and increase their employee retention.
- Work with industry to develop internships and other on-the-job training.
- Develop relationships with stakeholders to develop knowledge of each other's mutual resources to meet student needs.
- Coordinate with the project team and participate in grant-related coordination meetings.
- Coordinate with employers to maintain current employment-demand data.

Requirements:

REQUIRED QUALIFICATIONS:

- Bachelor's degree or equivalent experience.
- Experience in counseling or training.
- Experience working with individuals of diverse backgrounds.
- Availability to work a flexible schedule, including occasional weekends.

PREFERRED QUALIFICATIONS:

- Master's degree
- Degree in counseling or related field
- Strong knowledge of the workforce-development and community-college systems

Part-Time Position: One Half Time (.50)

STARTING DATE (contingent upon grant funding): November, 2013 – September 30, 2016
