



Job Description: Career Navigator

Capital IDEA is an Austin-based nonprofit dedicated to lifting working adults out of poverty and into living wage careers through education. Partnering with Austin Community College, we provide a range of services designed to help low-income adult students succeed in school and enter high-paying, in-demand jobs. Since our founding in 1998, over 1,300 Central Texans have completed the program and moved their families out of poverty.

The Career Navigator

The Career Navigator is responsible for assisting and directing a caseload of 90-100 participants to successful completion of his or her academic plan in preparation for job readiness. Working as part of a team, he or she enrolls; case manages, and partners with education, training, and social service institution. Successful applicant will be required to demonstrate success in leadership and teamwork skills. The Career Navigator reports to the Program Manager.

Case Management Functions

- Reviews and verifies participant's information for enrollment in Capital IDEA.
- Facilitates participants' progress through attendance tracking, maintaining scheduled Navigator Sessions, providing prompt response to participants' issues, site visits, and participant follow.
- Enters data notes into the Student Management System (database) appropriately and accurately
- Ensures data accuracy in Student Management System pre-admission and case management forms
- Submits all required and/or requested documentation/reports/paperwork by assigned due dates
- Tracks academic performance of training institutions and initiates changes that will benefit the training program and Capital IDEA participants.
- Must meet performance goals and demonstrate behaviors of the organization's Operating Agreements
- Acts as a backup for other Career Navigators as needed
- Performs other duties as assigned by Program Manager.

Partnerships and Community Coordination

- Partners with ACC to assist students in the enrollment and registration process
- Partners with ACC to assist students with Financial Aid application (FAFSA), grants, and scholarships
- Builds relationships with ACC instructors, coordinators and all other appropriate staff to enhance the training experience of the participant and facilitate progress towards graduation.

- Works with participants to determine specific needs, assists in accessing services of social service agencies, coordinates directly with staff of other agencies, and monitors participants' successful access to services.
- Builds and leverages relationships and external community resources to maximize and support the retention and success of existing students.
- Coordinates with placement staff when participant is ready for employment.

Minimum Qualifications

3 to 5 years of case management experience preferred. Experience in leading individual and group peer support groups. Bachelor's degree required. Studies in psychology, education, social work or other appropriate field preferred. Strong communication skills-written and oral and customer service skills are a must. Must enjoy working with participants and have a strong initiative to work in a team. Intermediate in Microsoft Office suite, Windows applications, internet and email required. Some evenings and weekends required.

Revised 10/3/18

To Apply

Submit resume and cover letter to **employment_ci@capitalidea.org**, attn: William Askew.

To be considered for this position, applicants' resumes should clearly show a minimum of 3 years of case management experience with adults receiving direct services and/or high school students transitioning into college. The more experience, the better! Please highlight leadership and presentation skills and experience, as well.

Deadline: Monday, November 5, 2018

Salary range: \$44-47,000