



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 1,600 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 the participants' 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 the placement staff to provide career guidance and successful job placement to participants throughout the training and placement process. 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 up
- Enters case notes into the student database appropriately and accurately
- Ensures data accuracy in the student database 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.

Job Requirements

- This position requires day to day case management services - meetings with students at the Navigator's office which can be located at a higher ed campus or Capital IDEA offices.
- This position operates in a five-day work week at a higher ed campus and/or Capital IDEA offices. Hours may be flexed as needed to perform duties.

- This position may require working some evenings and weekend hours.
- This position is exempt.

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+ years of case management experience strongly preferred. Experience in leading individual and group peer support groups. Bachelor's degree in psychology, education, social work or other appropriate field preferred. Customer service skills are a must. Strong communication skills-written and oral. 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. High professional standards must be maintained at all times.

Revised 1/18/2019

To Apply

Send resume and cover letter with salary requirements to Program Manager, William Askew, Jr. at employment_ci@capitalidea.org.

Deadline: Sunday, February 10, 2019

Salary range: \$44-47,000