



Kalamazoo County Area Schools Employment Consortium

Employment Application

Openings as of 5/17/2016

Career Navigator

JobID: 3339

Position Type:

Support Staff/Case Management

Closing Date:

05/23/2016

Date Posted:

5/17/2016

Location:

Y.O.U./Calhoun County

Division:

Youth Opportunities Unlimited (Y.O.U.)

Position Type:

Part-time

Hours:

Must be available to work during the hours of 8:00 AM - 5:00 PM (Monday - Friday)

Responsibilities:

Work with at-risk economically disadvantaged youth; support career specialists as part of a team. Comply with federal, state, and organization's policies, procedures, and regulations. Conduct intake appointments, collect documentation, and eligibility determinations. Conduct testing of individuals interested in program. Responsible for data entry, assisting with orientations, job retention, and outreach process. Assist Employment Services staff with greeting customers, providing guidance and direction on a state-based internet system utilized for resume development and job searching. Answer phones, distribute and collect forms. Complete word processing duties, data entry, faxing, and tracking of information.

Qualifications:

High school diploma or equivalent. Working knowledge of Microsoft Office. Embraces and supports KRESA philosophies related to diversity, inclusiveness and anti-racism. Ability to interact effectively with individuals from a wide range of cultures. Ability to discuss cultural differences with colleagues and clients. Ability to assess ones own strengths and limitations or challenges and integrate this understanding into interpersonal interactions.

Preferred Skills:

Ability to multi-task. Detail oriented and thorough in completing tasks. Excellent customer service skills. Ability to select and develop appropriate methods, skills and techniques attuned to people's cultural, multicultural or marginal experiences in their environments. Ability to effectively employ multicultural approaches in resolving problems.

Apply online at www.kresa.org/jobs

Kalamazoo RESA is an Equal Opportunity Employer/Program.

Auxiliary aids and services are available upon request to individuals.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy: Director of Human Resources, Tom Zahrt. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.

FMLA regulations require all employers to post the [updated FMLA notice](#).

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