



Kalamazoo County Area Schools Employment Consortium

Employment Application

Openings as of 8/22/2016

Career Navigator

JobID: 3595

Position Type:

Support Staff/Case Management

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Date Posted:

8/22/2016

Location:

KRESA/Y.O.U. Branch (Coldwater)

Closing Date:

08/26/2016

Division:

Youth Opportunities Unlimited (Y.O.U.)

Position Type:

Part-time

Hours:

Must be available to work M-F 8:00-5:00

Responsibilities:

Work as part of a team and support career specialists working with a diverse, economically disadvantaged population. 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, word processing, and standard office duties. Assisting Trade Adjustment Assistance Act (TAA) staff with scheduling appointments, data entry, and orientations. Comply with federal, state, and organization's policies, procedures, and regulations.

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 one's 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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