



## Kalamazoo County Area Schools Employment Consortium

### Employment Application

Openings as of 5/17/2016

#### *Career Specialist*

JobID: 3340

**Position Type:**

Professional Support Services/Case Manager

**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:**

Full-time

**Hours:**

8:00 AM - 5:00 PM (Monday - Friday)

**Responsibilities:**

Work with at-risk economically disadvantaged youth, processing and completing registrations of eligible participants. Complete assessment of academic levels, skill levels, career interests, and aptitude. Comply with federal, state, and organization's policies, procedures, and regulations. Develop individual employment plans based on information gathered from participants' assessments, maintain participant files, and update data on a state-based internet system. Responsible for meeting contractual goals, updating and maintaining required reports. Occasional participation in evening or weekend events to conduct outreach or recruitment, present workshops, or promote Y.O.U. programs.

**Qualifications:**

Bachelor's degree. Must be extremely accurate and have ability to follow complex oral and written instructions. Must be able to multi-task. Ability to maintain confidential information and records. Must possess excellent time management and computer skills. Ability to relate to a diverse population. Must have a thorough knowledge of community resources and agencies. Must have a valid Michigan driver's license and reliable transportation. Travel will be required throughout Calhoun County to serve participants, as well as travel between Battle Creek and Albion service centers as needed. 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:**

Working experience with federally-funded programs such as the Workforce Innovation and Opportunity Act (WIOA). Preference given to candidates with experience in employment and training programs. 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](http://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.**

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

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