



BEST, Inc.

Business Employment Skills Team
Serving Northwest Central Illinois
www.best-inc.org



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POSITION/TITLE: Career Advisor (Emphasis of the Youth Population)

BRIEF JOB SUMMARY: The Career Advisor is responsible for identifying and recruiting individuals eligible for Workforce Programs as governed by federal, state and local regulations and policies. This Career Advisor position will be based in the **BEST, Inc. Office at IVCC in Oglesby, IL** and reports to the Program Manager. Duties may include:

- ◆ Identify and recruit participants who are appropriate for services.
- ◆ Complete all eligibility requirements according to established procedures.
- ◆ Complete full assessment of applicants/participants.
- ◆ Maintain applicant/participant case files following federal, state and local standards.
- ◆ Develop an individual service strategy with each participant addressing barriers to employment/training and including referrals for other sources of assistance.
- ◆ Enroll participants according to objectives in area plan.
- ◆ Prepare appropriate forms for entry into the State's customer data service.
- ◆ Authorize payments for participant training and service costs.
- ◆ Coordinate with other agencies through problem-solving meetings and cooperative staffing.
- ◆ Conduct follow up activities as needed.
- ◆ Have an understanding of and ability to perform the functions of all other program office staff positions as needed.
- ◆ Provide universal services to individuals/groups
- ◆ Provide a basic orientation on all BEST, Inc. services and activities to adults, dislocated workers, and youth.
- ◆ Complete and annually review support service need determination for participants
- ◆ Issue approval of Individual Training Accounts (ITA) and youth contract enrollments.
- ◆ Have thorough knowledge of additional/alternative funding sources for individuals
- ◆ Coordinate with the Business Services Team to determine individuals who are ready or about ready to reenter the workplace through job referrals and placement.
- ◆ Attend local functions, meetings and other events, including serving on boards and councils, etc., when this would provide opportunities for networking, enhancing job performance, or better serving customers.

QUALIFICATIONS:

Education: Bachelor's degree preferred. Will accept high school diploma and 5 years of Human Service/Customer Service experience.

Experience: Minimum of two (2) years Human Service/Customer Service program experience required. Previous workforce program(s) experience helpful.

Functional Abilities:

- ◆ Excellent communication skills.
- ◆ Knowledge of community resources
- ◆ Creative thinking and problem solving skills
- ◆ Ability to work as a team member and leader
- ◆ Flexible and adaptable to change
- ◆ Good organizational and time management skills
- ◆ Attentive to details and accuracy
- ◆ Able to work with diverse populations
- ◆ Able to understand and comply with rules, regulations and policies.
- ◆ Able to present oral and written information about services to community agencies.

Mental and Physical Abilities:

- ◆ Ability to work under pressure and tight deadlines.
- ◆ Ability to mediate problems/issues to find a workable win-win solution to the situation.
- ◆ Ability to work efficiently in a politically charged environment.
- ◆ Ability to read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.
- ◆ Ability to speak effectively before public groups and respond to questions.
- ◆ Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- ◆ Ability to define problems, collect data, establish facts and draw valid conclusions.
- ◆ Ability to develop customized training programs.
- ◆ Ability to establish and maintain effective working relationships with a variety of people.

Other:

- ◆ Must be legally eligible for employment in the United States.
- ◆ Attendance at night meetings, local travel and out of LWA travel may be required.
- ◆ Must have access to reliable transportation.

The demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

CONDITIONS:

Salary: \$19.49/hour

Benefits: Health, life, vision & dental benefits, retirement plan; continued education reimbursement; and flexible paid time-off plan.

Schedule: Monday – Friday, 8:30 a.m. – 4:30 p.m.

Location: BEST, Inc. Office, Oglesby, IL

Availability: Immediately

APPLICATION PROCEDURE: Interested applicants must send a letter of application, completed **Application for Employment** and resume to:

Business Employment Skills Team, Inc.
HR Department
4110 Progress Blvd Suite C
Peru, Illinois 61354

Or email documents electronically to: info@best-inc.org

Inquiries: (815) 780-0871

Equal Opportunity Employer/Program. Auxiliary aids and services are available