



POSITION DESCRIPTION

POSITION: Career Transition Services (CTS) Specialist
DEPARTMENT: CTS
REPORTS TO: CTS Manager
FLSA STATUS: Exempt

Job Summary: Prepares graduates for successful job search, employment, military, and further education and training opportunities and to access resources and services that will assist graduates to successfully transition to the workforce.

Duties:

- Provides initial and periodic assessments of each assigned students transitional needs.
- Develops strategies and action plans to address students transitional needs.
- Maintains and documents regular contact with assigned students.
- Assists graduates in identifying and obtaining support services within the communities where they work and live.
- Assists graduates with initial job placement and provides follows up services.
- Ensures all student achievement credentials are updated and documented.
- Assists students in resume development, interviewing skills, and job search strategies.
- Uses Labor Market Information and other resources to develop services and placement support strategies tailored to meet the needs and qualifications of each student.
- Maintains placement folders in accordance with contract's SOP.
- Provides referrals to and registration with the local One-Stop Center.
- Maintains contact with appropriate staff from GAP centers.
- Submits reports as determined by the supervisor.
- Provides regular feedback to students regarding appropriate employability skills.
- Follows CDSS Plan and procedures daily.
- Adheres to required property control policies and procedures.
- Works towards meeting performance standards and goals.
- Maintains good housekeeping in all areas and complies with safety practices.
- Complies with all DOL guidelines, OFCCP regulations, Job Corps notices and bulletins, and Center policies and procedures.
- Models appropriate employability skills for dress, language and work habits.
- Continuously helps students become more employable .
- Participates in PRH mandated staff training (Failure to participate may result in disciplinary action up to and including termination).
- Performs other duties as assigned by management.

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Qualifications and Experience: Bachelor's degree in Human Resources, Social Work, Counseling from a four-year college or university and/or equivalent combination of education and experience. Minimum of one to two years related experience in case management and/or job development. Valid State Drivers License.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and stand and walk; to reach with hands and arms and talk and listen. The employee is occasionally required to sit; to use hands to finger, handle, or feel; to taste and to smell. The employee must be able to occasionally lift and/or move up to 25 pounds. Specific vision capabilities required by this job include close vision, distance vision, and peripheral vision.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level can vary from moderate to loud.

This job description is not intended to be all-inclusive. Therefore, the employee may be requested to perform other reasonable related duties as assigned by the immediate supervisor and other management as required.

The company reserves the right to revise or change job duties as business requirements dictate. It is mutually agreed that the job description does not constitute a written or implied contract of employment. It is also understood that the company reserves the right to change work schedules as required, including overtime.

EMPLOYEE ACKNOWLEDGEMENT:

I fully understand that participation in PRH mandated staff training is mandatory. I acknowledge that failure to participate may result in disciplinary action up to and including discharge. I understand my key areas of responsibilities, performance expectations and work standards. I acknowledge that failure to perform to the expectations set forth in this position description may result in disciplinary action up to and including discharge.

Employee's Name (Print)	Signature	Date

Supervisor's Name (Print)	Signature	Date

DOL APPROVAL

COR Name (Print)	Signature	Date