



Job Description

Job Title: Career Advisor Full-time (Non-Exempt)

Reports to: TBD

Salary Range (DOE): \$20.00-\$25.00 per hour

Bilingual Preferable

Deadline to Apply: Open Until Filled

Organizational Overview

Success Centers is a non-profit corporation founded in 1983 by Superior Court Judges who saw the need to improve the educational and vocational outcomes for the youth engaged in the juvenile justice and foster care systems. Since then, Success Centers has grown to provide comprehensive workforce development and education services to youth and adults who face multiple barriers to career development. Success Centers envisions a vibrant and just society that inspires individual transformation, and understands the key role that workforce development plays in creating meaningful and productive lives.

Position Overview

The Career Advisor provides intakes and career assessments, job readiness training, job placement and coaching, and related assistance to homeless TAY.

Knowledge, Skills and Abilities

- Able to access/interpret labor market information
- Effective written, verbal, and presentation skills
- Proficiency in MS Office, and an understanding of client database systems
- Understands the special employment needs of diverse groups. Is able to adapt materials and services to address these needs
- Strong customer service skills
- Respects and has knowledge of cultures, ethnicities, gender, sexual orientations and age groups other than one's own, able to work effectively with all.
- Flexible and a self-starter; able to multi-task while also being highly detail-oriented
- Personal qualities of integrity, credibility, and a commitment to Success Centers's mission.

Administrative Offices • 146 S. Spruce Street • South San Francisco, CA 94080 • 415.688.7970

Career Center • 1449 Webster Street • San Francisco, CA 94115 • 415.549.7000

Education, Employment Training Center • 1245 Howard Street • San Francisco, CA 94103 • 415-575-0423

Family and Career Service Center • 2577 MacArthur Blvd. • Oakland, CA 94602 • 510-482-1738

www.SuccessCenters.org



Job Tasks

Specific responsibilities include:

- Conduct orientations (individual and group), intakes and career assessments with job-seekers and develop Individual Employment Plans (IEPs) for each participant.
- Coordinate referrals to employers, workforce programs, training opportunities and other placements, and to case managers as needed.
- Provide follow-up job coaching to ensure retention in placements.
- Data Entry – input/submit clients to platforms used by Success Centers, WFC, Salesforce, GMS, CMS, etc.
- Attend monthly Career Advisor meetings to discussed caseloads
- Attend weekly check in with Supervisor
- Attend weekly Job Huddles
- Provide job-readiness training, individually and group, on topics such as resume writing, mock interviewing, etc.
- Facilitate peer support groups for program participants
- Maintain timely, accurate documentation in program logs and client files
- Conduct all activities in accordance with Success Centers and OEWD performance standards.
- Perform other duties as assigned.

Qualifications

- One-year direct experience in Workforce Development desired
- Extensive experience with employment and job readiness training
- Current Career Development Facilitation (CDF) certification required or completed within the first six months in the position

Success Centers is an equal opportunity employer. This opportunity is at-will and is dependent on the availability of funds. To apply please forward your resume and a cover letter to HR@successcenters.org.

Administrative Offices • 146 S. Spruce Street • South San Francisco, CA 94080 • 415.688.7970

Career Center • 1449 Webster Street • San Francisco, CA 94115 • 415.549.7000

Education, Employment Training Center • 1245 Howard Street • San Francisco, CA 94103 • 415-575-0423

Family and Career Service Center • 2577 MacArthur Blvd. • Oakland, CA 94602 • 510-482-1738

www.SuccessCenters.org