

Fostering an Equitable, Engaged, Empowered Community



Career Opportunity **Career Pathways Specialist** **Healthcare Sector**

Position Posted: 8/28/2023	Application Deadline: September 10, 2023
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- To apply, please send a cover letter and resume to careers@unitedwaydm.org
- For more organizational information, please visit www.unitedwaydm.org

Position Summary

United Way of Central Iowa employees are passionate about our mission of improving lives so individuals in our community can thrive, not just survive. If you are an individual seeking a career aligned with our purpose and passion in assisting others to succeed, please consider joining our team! This opportunity provides a competitive wage and robust benefits package, a hybrid remote work schedule, a \$1,600 sign-on bonus, mileage reimbursement of \$.65.5 per mile, and cell phone reimbursement of up to \$60 per month.

The Careers Pathway Specialist will be a part of our grant-funded program, Central Iowa HealthWorks, that works with employers and other organizations to train and educate a skilled labor market for career pathways in the healthcare sector. This position provides case management support to program participants during training and education and connects them with program assistance such as tuition-free education and wraparound services.

The ideal candidate will have experience assisting clients in case management with comprehensive employment preparation services such as facilitating training, education and job placement, retention services, resume development, interview preparation, and mitigating barriers to success. Knowledge of community resources, knowledge of pre-employment and workforce skills, strong verbal and written communication skills, building relationships by listening and being empathetic, and a commitment to teamwork and overall program success. Understanding the importance of following program rules and regulations and maintaining appropriate boundaries with clients is a must.

The starting salary range is \$44,000-\$47,000 annually depending on experience, and the \$1,600 sign-on bonus will be provided at the start of employment. Individuals with diverse backgrounds and experience are encouraged to apply!

This position is time-limited as part of a federal federal grant and employment with UWCI will end when the grant ends on June 30, 2025.

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Education/Experience/Skills:

- An associate degree or bachelor's degree in human services or related field desired. Experience in lieu of some education will be considered.
- Minimum two years' experience in case management and direct service delivery.
- Minimum two years' experience with job placement and mitigating barriers to employment.
- Ability to work with diverse populations facing multiple barriers.
- Ability to establish professional boundaries with clients.
- Solid technology skills with the ability to format resumes and cover letters, mastery of MS Word, Excel, PowerPoint, and Internet applications.
- Ability to drive own car, a valid driver's license, and a good driving record.
- Ability to take a 2-part background check for federal grant compliance. Note: a record is not necessarily a barrier to employment

Why choose United Way of Central Iowa?

United Way of Central Iowa is an established and highly respected nonprofit in the Central Iowa area and the United Way Worldwide network. Employees at UWCI have a passion for the organization's mission and community impact work and strive to create a positive, inclusive, and welcoming work environment. Our Core Values of **Compassion, Integrity, Community Engagement, Responsiveness, and Striving for Excellence** are the foundation for how we do our work and reach our aspiration to "Engage Community to Empower All." In addition to a competitive salary and robust benefits package including health insurance, a dental plan, 401(k) with match and paid life insurance, we offer the following:

- Hybrid remote work schedule
- Generous paid vacation plan, holidays, a personal holiday, and sick time
- Paid volunteer time off
- Convenient central Des Moines location with free parking
- Free, newly remodeled on-site fitness center
- Tuition Assistance
- Commitment to employee professional development
- Fostering diversity, equity, and inclusion initiatives
- Fun monthly opportunities for employees to build camaraderie
- Wellness initiatives

Essential Accountabilities Include (but not limited to):

- Develop strong relationships and facilitate the achievement of participants through a case management plan for each participant which outlines goals, objectives, and strategies to achieve goals.
- Facilitate the enrollment of clients in training or education programs in the healthcare sector.
- Provide comprehensive employment preparation services to participants including career pathway navigation, job placement and retention services, resume development, interview preparation, and barrier mitigation.

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- Empower participants to become their own advocate and making informed decisions that will facilitate a successful return to work and the community.
- In collaboration with the Program Manager, do outreach and recruit participants in the program.
- Arrange interviews and provide labor market and community resource information for each participant.
- Monitor participant performance on the job and provide feedback to participants on their performance.
- Communicate with employers during the participants' employment to facilitate the client's success.
- Prepare forms and reports related to training and placement activities, track participant activity and progress data.
- Meet regularly with training and education instructors to proactively address participant issues during training.
- Initiate and maintain strong relationships with employers and community organizations.
- Establish and expand relationships with employer partners, regularly solicit their input, and make sure their needs are being met through the project.
- Participate in community education efforts related to the program.

Competencies and Proven Skills:

- Communication Skills – oral and written
- Professional role-modeling
- Decision Making
- Adaptability
- Relationship Building
- Collaboration
- Empathy
- Critical and Analytical Thinking
- Organized
- Foster teamwork

Experience:

- Two to three years of case management experience and direct service delivery related to employment counseling preferred.
- Minimum one year of non-profit, government, or educational institution experience working with diverse populations facing systemic barriers.
- Understanding of nonprofit community resources, employers in the community, and working with diverse partner groups.
- Ability to format and develop resumes and cover letters.
- Proficient computer skills in Microsoft Office Suite.
- Valid driver's license and access to a vehicle.

Education:

- Bachelor's degree in human services or a related field preferred. Additional experience may be considered in lieu of some education.

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United Way is an equal opportunity organization and all qualified applicants for employment or contract assignments will receive consideration for employment without regard to race, religion, skin color, gender, national origin, ethnicity, sexual orientation, gender identity, physical or mental abilities, genetic information, pregnancy, disability, age, family or marital status, veteran status or other characteristic protected by applicable. United Way of Central Iowa will consider qualified candidates with criminal histories in a manner consistent with the role requirements and any applicable local, state, and Federal law.

If you are a job seeker with a disability or are assisting someone with a disability, and require accessibility assistance or an accommodation to apply for one of our jobs, please call 515-246-6516.