

# Fostering an Equitable, Engaged, Empowered Community



## Career Opportunity Career Pathways Specialists for Employment and Training Program

<b>Position Posted:</b> <b>10/26/2022</b>	
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- To apply, please send a cover letter and resume to [careers@unitedwaydm.org](mailto:careers@unitedwaydm.org)
- For more organizational information, please visit [www.unitedwaydm.org](http://www.unitedwaydm.org)

### Position Summary

United Way of Central Iowa (UWCI) is seeking two Career Pathways Specialists for its Central Iowa Works program that connects employers with talented workers in jobs that provide career growth and economic success. If you have desire to help others succeed and become financially stable, this may be an employment opportunity for you!

The Careers Pathway Specialist will be a part of our grant-funded program, Central Iowa HealthWorks, that works with employers to create skilled labor market and career pathways in the healthcare sector. This position is responsible for supporting individuals during training and education and connecting them with program assistance such as tuition-free education and wraparound services as needed. .

The ideal candidate will have experience in assisting clients with comprehensive employment preparation services such as, job placement and retention services, resume development, interview preparation, and barrier mitigation. Knowledge of the healthcare sector is preferred. The Central Iowa HealthWorks program is a time-limited opportunity and current funding will expire in September 2025. Continued funding is possible but not guaranteed beyond that date.

This position is eligible for a hybrid work schedule, working three days in the office and two days at home per week. Individuals with diverse backgrounds and experiences are encouraged to apply!

Due to the federal grant requirements, a post-offer, pre-hire three-part criminal background check is required, and 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 is the foundation for how we do our work and to reach our aspiration to "Engage Community to Empower All." In addition to a competitive salary and robust benefits package including health insurance, a dental and vision plan, 401(k) with match and paid life insurance, we offer the following:

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

## 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
- Provide comprehensive employment preparation services to participants including career pathway navigation, job placement and retention services, resume development, interview preparation, and barrier mitigation.
- Empower participants in becoming 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 and report results to staff.
- 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
- Role model professional behavior
- Decision Making
- Adaptability
- Relationship Building
- Collaboration
- Empathy
- Critical and Analytical Thinking
- Problem solving
- Organized

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- **Foster teamwork**

## **Experience:**

- **Two to three years case management experience and direct service delivery related to employment counseling preferred.**
- **Minimum one year non-profit, government, or educational institution experience working with diverse populations facing systemic barriers.**
- **Understanding of nonprofit community resources, employers in the community, 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.**

United Way is an equal opportunity organization and all qualified applicants 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.