



## Job Description – Workforce Development Specialist

Reports to:	Workforce Development Manager
Supervises:	None
Exempt Status:	Exempt
Work Schedule:	Full-Time; Monday- Friday (8:00am-5:00pm)
Approved on:	

Bright Beginnings, Inc. is non-profit organization that operates early childhood and family learning centers for families experiencing homelessness. Our mission is to meet the needs of children and families living in homeless environments by: providing children with a safe, nurturing educational environment; preparing children to enter kindergarten ready to learn; and supporting homeless parents to stabilize their home lives and become self-sufficient.

**Summary:** Under the supervision of the Workforce Development Manager, the Workforce Development Specialist will assist with the delivery of Economic Supports; Career Resiliency & Training; Post-Secondary Pathways & Adult Education; and Employment Stability Coaching to homeless families receiving case management support through our supportive services programming.

### Essential Duties:

1. Serve as a member of the CARE Team.
2. Develop and maintain functional education and career plans (career roadmap) for enrolled participants.
3. Implement employment program model designed to help program participants become marketable and achieve self-sufficiency.
4. Administer various assessment tools and training models.
5. Maintain consistent communication with participant and their employer through active case notes, resources, and referrals.
6. Conduct regular employment site visits.
7. Provide academic advising and career coaching to support student retention and success.
8. Monitor and track participant progress through accurate data collection and management to identify their employment barriers, assist with employment and educational needs including steady contact with educational institutions to learn of the available programs.
9. Provide job seeker services such as: writing resumes, conducting interview classes, administering referrals, and soft transfers to partner agencies.
10. Participate in both onsite and offsite job fairs and hiring events.
11. Facilitate life skills and financial literacy sessions, and other trainings including classes, workshops on an array of topics to include, but not limited to, time

management, financial literacy, career resiliency & training; and post-secondary pathways & adult education.

12. Build positive and working relationships with educational institutions, employers and external partners.
13. Oversee scheduling of on-site classes, training sessions, activities and special projects.
14. Manage the coordination of job shadowing, job searching, mock interviews and placements activities.
15. Actively participate in community and program wide activities and events increasing awareness of program services offered through BBI.
16. Work collectively with all program staff.
17. Other duties as assigned.

**Qualifications:**

1. Mission and culture alignment;
2. Baccalaureate degree in social services or educational field preferred (Social Work, Career Counseling, Family Services, or Education.) **and** at least two years of experience required;
3. Excellent organizational, time management and communication skills;
4. Strong written and verbal communication;
5. Strong analytical skills with experience providing data analysis to both technical and non-technical audiences;
6. Track record of establishing effective working relationships with colleagues at all levels across teams;
7. Must have the ability to maintain a cooperative, diplomatic working relationship with co-workers, supervisors, families and the community;
8. Active driver's license or ability to travel via public transportation to conduct home visits;
9. Must demonstrate flexibility in work settings, maturity of judgment and ability to work collegially;
10. Strong computer skills with expertise in Windows-based programs, such as the Microsoft Office Suite;
11. Must have DC local and Federal criminal record clearance, Child Protective Register check status and substance abuse testing; and
12. Documentation of Tuberculin-free condition and health screening on an annual basis.