

**ACCOUNT EXECUTIVE
(Career Consultant/Case Manager, Fatherhood Initiative)**

GENERAL STATEMENT OF DUTIES:

As a Job Training Department team member provides vocational guidance, mentoring and counseling to fathers who are applicants and trainees. Provides on-going case management and monitors program progress. Acts as a marketing representative to prospective employers and training sites to develop job training opportunities for program-eligible fathers with a goal of employment and family stability.

SUPERVISION RECEIVED: Under general supervision of Job Training Manager.

SUPERVISION EXERCISED: None

TYPICAL EXAMPLES OF WORK:

1. Works as a member of a coordinated team to provide a variety of services, including extensive outreach, occupational assessment, mentoring, referral to parenting or to domestic violence and anger management programs, and arranging training opportunities for program-eligible fathers to enhance employability and lead to high growth industry jobs and stable living. Services include information and referral, intensive case management, and training. (May be provided through SCBEC or through community resources.) Active case management ensures that services and training are delivered as planned.
2. Provides vocational guidance and counseling. Works with applicants to develop an individualized plan to gain the skills/training needed to obtain and keep employment. Determines appropriateness of applicants for available vocational and related training programs.
3. Works with a variety of community resources and agencies to provide opportunities for enhanced services to participants.
4. Provides information about Corporate services to prospective employers, participants, and the general public, through both one-on-one and group presentations.
5. Contacts area businesses to explain program benefits, determine employers needs and potential for providing on-site training for individuals. Negotiates training agreements with employers and other entities; monitors progress of training.
6. Assists with applicant orientation, screening, assessment, parent training, and training activities.
7. Provides recommendations for program design and improvements. Works with team members to implement accepted recommendations.
8. Maintains designated participant files. Completes all required documentation of activities.
9. Other duties as assigned which will benefit the Corporation.

DESIRABLE QUALIFICATIONS:

1. Strong communication skills, both written and verbal. Ability to relate, care and motivate fathers from various socio-economic backgrounds.
2. Knowledge and ability to use required computer software applications.
3. Knowledge of employment and training programs, especially around Workforce issues.
4. Ability to communicate benefits and goals of programs effectively to a wide variety of audiences, in both individual and group formats.
5. Ability to work within a team while maintaining high individual performance standards. Must have ability to organize and prioritize efforts.
6. Ability to provide mentoring, and vocational counseling/guidance to applicants and trainees.
7. Ability to work under pressure, adheres to budget and contract requirements, and meets or exceed specific performance criteria.
8. Provide own transportation and attend occasional evening and/or out-of-town meetings (overnight travel may occasionally be required).

EXPERIENCE AND TRAINING

Bachelor's degree in relevant field required, with related work experience preferred. Any acceptable combination of experience and training which demonstrates the ability to perform the work may be considered for substitution.

Other: Position is a one year position with five year potential. Position is contingent on continuance of federal grant funding.