



Southern Mississippi Planning & Development District

**BUILDING A STRONGER MISSISSIPPI**

## **REGIONAL CAREER NAVIGATOR JOB DESCRIPTION-3 Positions**

### **General Statement of Duties:**

The Regional Career Navigator will be responsible for the implementation and execution of the Temporary Assistance for Needy Families (TANF) Workforce Training and Education Program (WTEP) program objectives. The Career Navigator is a grant-funded full-time position created to oversee and coordinate sub-recipient activities related to the program. Outreach and recruitment of participants and worksites will be an integral part of the position as well as providing career counseling, mentoring, and coordinating all other necessary pre-employment skills to eligible participants. Services will be provided to eligible residents of the 24 county Twin Districts Workforce Development Area. The success of this position is dependent on being able to achieve program goals. Office location to be determined.

### **Duties and Responsibilities:**

- Act as a liaison between Twin Districts Workforce Development Area (TDWDA) staff, and the TDWDA TANF Workforce Training and Education Program service providers and training vendors
- Recruit industry partners to develop participant work-based learning sites
- Conduct outreach and recruitment activities for program participants
- Maintain updated labor market information to ensure knowledge of high demand occupation included in the TDWDA Sector Strategy plan
- Compile monthly reports on program activities and performance with recommendations to meet program goals
- Provide instruction on job search skills, resume writing, and interview skills
- Meet with participants on a regular basis to review progress and make adjustments as needed (in person or by electronic means as the situation surrounding the pandemic dictates)
- Maintain confidentiality as it pertains to Career STEP participants
- Determine program eligibility as defined by the TANF requirements
- Prepare participants for a successful work-based learning activity (work experience, internship)
- Provide case management and career and academic coaching as needed

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- Coordinate with the Career Coaches in the WIN Job Centers to achieve successful program outcomes
- Assist participants in accessing advanced training and/or post-secondary education opportunities in selected career pathway
- Ability to travel as needed to perform job expectations
- Attend required training and meetings

**Knowledge and Skills:**

- Excellent interpersonal, verbal, and written communication skills
- Ability to work with diverse populations
- General knowledge of federally funded job training programs
- Excellent organizational skills
- Ability to work independently
- Proficient in Microsoft Office programs- Excel
- Strong ability to problem solve

**Education and/or Experience:**

- Bachelor's Degree in Education, Social Work, Marketing, or related field preferred
- Experience developing presentations and public speaking experience preferred
- Experience working with economically disadvantaged population
- Equivalent combinations of education and experience may be considered

**Reports to:** Workforce Development Manager

*SMPDD/TDWDA is an equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. Those needing TTY assistance may call 800-582-2233.*