

<b>POSITION/TITLE</b>	Career Navigator/ Opportunity Broker	<b>CLASS</b>	Nonexempt
<b>GROUP</b>		<b>DEPARTMENT</b>	Family Growth and Child Development
<b>REPORTS TO</b>	Director, Family Growth and Child Development	<b>DIRECT REPORTS</b>	0
<b>SALARY RANGE</b>	\$43,000 to \$45,000	<b>GRADE</b>	
<b>LOCATION/BASED</b>	Greater Pittsburgh Area	<b>PRIMARY LOCATION</b>	Support Center(s)

*The **Urban League of Greater Pittsburgh's** mission is to enable African Americans and other underserved urban residents to secure economic self-reliance, parity and power, and civil rights.*

## **JOB DESCRIPTION**

### **POSITION SUMMARY/OBJECTIVE**

The Career Navigator/Opportunity Broker will work in targeted communities to help move people from unemployed and underemployed to economic self-sufficiency. This role is a critical part of our One Pittsburgh Now strategy to reduce poverty in the region.

### **ESSENTIAL FUNCTIONS**

#### **Program Relations**

- Assist in the development, roll out and integration of a newly formulated program in the Pittsburgh communities of Homewood, Hill District, North Side and Mon Valley.
- Establish a paradigm for building relations and networks within the community and region to social services, opportunities for education, training, and employment, with other community resources in targeted neighborhoods, and with community-based individuals/influencers.
- In conjunction with partnering organizations, discover, continually refresh, and promote employment opportunities, jobs skills acquisition, and effective resources to successfully direct participants towards household-sustaining work options.

#### **Participant Support**

- Identifying, enlisting, coaching, retaining contact with and tracking progress of unemployed and underemployed working-aged adults along a continuum of progress points: Improved access to job readiness, training and/or employment as evidenced by elimination of crises and barriers, provision of or connection to requisite resource.
- Improved individual career progression measured by promotions, hiring, raises, changes from less to more relevant fields, entrepreneurial ventures and growth, leadership positions.
- Utilize motivational interviewing to assess clients' needs and work with them to access resources to remove barriers to help them succeed.

#### **Compliance**

- Ensures program compliance with contractual commitments to funder.

- Aligns service priorities with resourced training programs to maximize goal attainment, ensuring timely reporting and feedback effecting advocacy and policy standards.

## OTHER ESSENTIAL DUTIES

- Performs other duties as requested.

## ADDITIONAL NOTES

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. **Duties, responsibilities, and activities may change at any time with or without notice.***

## COMPETENCIES

- Communication
- Relationship Building
- Effective Time Management
- Agility
- Client Focus
- Critical Thinker
- Results Focused

## EDUCATION/EXPERIENCE/REQUIREMENTS

- Bachelor's degree, or a combination of equivalent experience and or education are preferred.
- One year in social services, case management, or coaching.
- Must provide proof of full COVID 19 vaccination status or request medical or religious exemption.
- Act 33/34 and FBI clearances required.

## PHYSICAL REQUIREMENTS

The physical demands are representative of those that must be met by the Career Navigator/Opportunity Broker to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REVIEWED BY		DATE	
APPROVED BY		DATE	
LAST UPDATED BY	Human Resources (pb)	DATE/TIME	02/06/2024, 2:45 pm

**URBAN LEAGUE OF GREATER PITTSBURGH IS AN EQUAL OPPORTUNITY EMPLOYER**