

Job Description

Career Specialist



Acclivus, Inc. is a community health organization, focusing on the health and well-being of individuals living in Chicago's most vulnerable neighborhoods. Acclivus uses an intentional social network to serve vulnerable individuals, primarily those from communities that are disproportionately impacted by compounding barriers to health and success. Acclivus provides resources and support to assist a person with personal and professional growth. The goal is for each person to thrive as they overcome social challenges that may include, but are not limited to: chronic exposure to violence and trauma, poverty, a criminal

background, disproportionately high rates of serious health conditions, and limited formal education. In partnership with the Jane Addams Center for Social Policy and Research, Acclivus provides programs and services to address trauma, decrease health disparities, reduce incarceration, enhance educational opportunities, and increase employment options for individuals and their communities.

Our mission: To support the success of Chicago area vulnerable individuals, primarily those who are disproportionately impacted by compounding barriers to success, and who have been disconnected from mainstream culture and the associated benefits therein. Resources and assistance are made available through crisis intervention, mitigating traumatic impact of negative life events, mobilizing social capital, community organizing campaigns, and advocacy.

Our vision: To provide all individuals the opportunity to reach their full human potential regardless of their past misdeeds, disappointments, or challenges influenced by internal and external causes.

Position Summary: The Career Specialist will develop, implement, and track training programs and supplemental services for Acclivus clients who wish to enter the workforce. This person will also help to develop the broader career pathways ecosystem for the target populations served by Acclivus, aligning relevant resources and services. This person should be creative, entrepreneurial, organized, and responsive, experienced with working with youth and early career professionals, populations at risk for violence/criminal justice system involvement, adept at building and negotiating stakeholder relationships, and committed to the principles of health equity and social justice.

Responsibilities:

- Work with Program Leadership and organizational partners to design training pathway programs and supplemental services that support high risk individuals entering the workforce
- Negotiate employer, training provider, case management, and community partner roles for training programs; develop MOUs; develop systems to hold partners accountable for their duties and outcomes
- Work with Program Leadership and Program staff to develop partner contracts, vouchers for payments, and report program outcomes to relevant funding and regulatory entities
- Manage Workforce Development Program duties as agreed upon with supervisor, such as:
 - Develop program recruitment materials and marketing strategies
 - Develop career exploration curriculum to expose participants to career opportunities beyond their initial job placement
 - Collaborate in development of outcomes tracking systems
 - Share program learnings with Program Leadership and community partners through meetings, learning events, and/or reports as directed
 - Where needed, work with Program Leadership and partners to explore possibilities to up-skill training participants and/or build additional grant-funded training program(s)
 - Track and report on data pertaining to all documented integrated services provided to participants, and employment, wage, and job retention data tracking for at least 6 months after placement or start of training
 - Develop tools to support career pathway development for use by individual and case

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- Support the coordination of the existing career pathway ecosystem to facilitate easy entry into training pathways, including working with Chicago Public Schools, Chicago Community Colleges, workforce development partners, employers, and other relevant stakeholders and programs to identify entry points, points of intersection, and alignment of resources
- Facilitate partner meetings, develop timelines, and manage communications for identified initiatives
- Coordinate and facilitate career fairs or similar opportunities for early career job seekers
- Partner with relevant Acclivus staff and programs as directed
- Other duties as assigned

Qualifications:

- Bachelor's degree or 3 years of equivalent experience
- Ability to complete milestones and work toward multiple deadlines simultaneously
- Excellent multitasking skills and task management strategies
- Experience working with populations at-risk for involvement in violence/criminal justice systems
- Strong computer skills and ability to use necessary databases and software
- Confident in decision making and the ability to explain processes or choices as needed
- Experience working with private and sensitive personal information

Salary: Salary depends on experience.