

## EMPLOYMENT OPPORTUNITY

### CAREER ADVISOR

#### Greater Flint Health Coalition – Flint, MI

Greater Flint Health Coalition is seeking a Career Advisor to join our Flint Healthcare Employment Opportunities (FHEO) Program team.

#### **Overview:**

The Career Advisor will be a full-time member of the GFHC's Flint Healthcare Employment Opportunities (FHEO) Program team. The FHEO Program assists Flint & Genesee County residents with obtaining career training and education services that lead to employment for high-growth, high-demand healthcare jobs as specified by local healthcare employers. The program area engages with local residents from one or more of three populations served — adults, dislocated workers, and out-of-school youth (primarily between the ages of 18-24) who are interested in and/or are pursuing healthcare careers.

In this position you will work with program partners and community residents to identify, recruit, assess, screen, mentor, case manage, and train participants for new careers in the healthcare industry, with an end goal of sustainable employment for participants via provided job development assistance. The FHEO Program is Genesee County's Workforce Innovation & Opportunity Act (WIOA) training service provider for the health care sector in partnership with GST Michigan Works!

#### **Primary Responsibilities:**

- Manage Workforce Innovation and Opportunity Act (WIOA) requirements for adult, dislocated worker, and/or out-of-school youth participants, including recruitment, screening, assessment, database entry, life skills training, credential training, supportive services, and job development.
- Conduct monthly participant meetings and maintain regular communication to discuss, monitor, and support each participant's training plans and progress, career objectives, employment progress, etc.
- Develop and continuously refine each participant's Individual Service Strategy (ISS) and Individual Development Plan (IDP) as required of WIOA and FHEO Program standards.
- Build and maintain relationships between the FHEO Program partners, with special emphasis on local healthcare employers, educational institutions, training partners, service providers, and community groups throughout the region.
- Interact with local Michigan Works! Workforce Innovation and Opportunity Act (WIOA) service providers to contribute to a coordinated regional approach to healthcare workforce development.
- Interact with local training institutions to aid participants with enrollment, payment authorization, support services, etc.



- Develop and maintain case files on past graduates and current participants that have been assigned to case management, including detailed case notes on each participant.
- Continuously utilize the FHEO Program's Apricot Information Management System (IMS) and State of Michigan One Stop Management Information System (OSMIS) in real time for the purpose of entering case notes, job status, and other pertinent information regarding FHEO Program participants.
- Complete, analyze, and present monthly reporting and evaluation requirements to continuously monitor the impact of program activities on youth participant and industry outcomes.

### **Qualifications & Experience Required:**

We are seeking a candidate that has a proven combination of community resident engagement, career advisement, case management, job development, and/or social work experience. Candidate must be a strong communicator that is motivated and person-focused. The ideal candidate has:

- Bachelor's Degree in a relevant field related to healthcare, business administration, human resources, social work, counseling, etc.
- At least three years of experience in role of Career Advisor or in person-centered service programs, such as case management, social work, human resources, or job development.
- Experience working with adults, dislocated workers, and/or youth between the ages of 18-24 a plus.
- Knowledge and experience with Workforce Investment Act (WIA) as well as Workforce Innovation and Opportunity Act (WIOA) service provider requirements a plus.
- Ability to interact with WIOA clients on a daily basis and their support systems as necessary.
- Experience working with subsidized employment programs a plus.
- Knowledge of healthcare industry employment opportunities, credential needs, and training processes a plus.
- Skilled with consistent database tracking to exhibit project outcomes on an individual and program-wide scale; experience with the State of Michigan's One Stop Management Information System (OSMIS) a plus.
- Experience working with sector workforce development projects that seek to build alignment amongst multi-sector organizations in a collaborative, team-oriented style.
- Experience creating and managing work plans, client individual service strategies, (ISS), training plans (including budgets), and time-sensitive deliverables and deadlines.
- Ability to integrate a diverse skill set (technical, analytical, theory, research, relationship building) to improve employment outcomes for those seeking to enter and retain employment in a new industry.
- Experience with computer/software applications, including case management databases and Microsoft Office Suite — Outlook, Word, Excel, PowerPoint, etc.

- Excellent interpersonal, written and oral communication skills and an ability to present self in a courteous, tactful, and professional manner.
- Considerate, attentive, and punctual.
- Motivated and career-oriented.
- Great passion for the mission, vision, and values of the Greater Flint Health Coalition and able to promote both internally and externally.

**Reports to:** Program Director

**Job Status:** Full Time; Monday through Friday, 8:30 a.m. to 5:00 p.m.

**Compensation:**

Greater Flint Health Coalition's collaborative work environment emphasizes teamwork, personal commitment, integrity, and success. In addition to the meaningful and groundbreaking work to improve health on a community-wide level, GFHC offers a competitive salary commensurate with experience. Benefits include paid time off, holidays, medical, vision, and dental benefits plus life & disability insurance paid 100% by employer for employee, 403b (5% employer contribution), and more.

**About Greater Flint Health Coalition:**

Greater Flint Health Coalition serves as the neutral convener and backbone organization for public health and healthcare collaboration between Flint & Genesee County hospitals, physicians, insurers, businesses, government, public health, schools and colleges, nonprofits, and citizens. We work to improve the health status of area residents, and improve the quality and cost effectiveness of the healthcare system in our community. For more information on the GFHC and our work, please visit our website <http://www.gfhc.org>.

**To apply, please submit the following Application Materials:**

Qualified applicants please submit (a) cover letter (addressing how candidate meets qualifications), (b) resume, (c) salary history, and (d) employment references via email to [jobs@flint.org](mailto:jobs@flint.org), c/o Greater Flint Health Coalition, Attn: Human Resources, 519 S. Saginaw Street, Suite 306, Flint, Michigan 48502. Please write "Career Advisor (Health Care)" in the Subject.

This position is open until filled.

Full posting also listed at <http://www.gfhc.org>.

**NO PHONE CALLS PLEASE.**