Career Services Navigator – Basic Food, Employment and Training BFET Program

Multi-Service Center’s (MSC) mission is to build a future without poverty by creating pathways to help, hope and dignity for our neighbors. By joining MSC, you will strengthen communities throughout South King County by reducing barriers to becoming economically stable.

At Multi-Service Center, we believe that diversity, equity and inclusion drives success for our clients, community, and employees alike. We are stronger as a team when we welcome diverse employees, perspectives, experiences and approaches to foster belonging and a more informed workplace.

MSC is currently seeking a full-time a Career Services Navigator, using motivational interviewing techniques, offers comprehensive assessment, advocacy and holistic services to individuals who meet eligibility criteria (basic food assistance, housing instability or currently unhoused). Services include job search techniques, career planning, support services, workplace soft skills, resource navigation, and provides post-employment job retention and wage progression services. They help participants develop critical thinking skills, reduce employment/barriers and increase self-esteem. This position also provides outreach to businesses for job and internship development.

Status and Schedule

- Full-time, Monday to Friday 8:30 Am to 5:00 PM. FEDERAL WAY, WA AND VARIOUS LOCATIONS THROUGHOUT SOUTH KING COUNTY AS NEEDED

Overview of Responsibilities

- Help participants secure full-time and living wage employment through job readiness training, workshops, one-on-one case management, barrier reduction, etc.
- Conduct participant initial screening and comprehensive assessment within a holistic, family development model and establish Individual Employment Plans with participants. Monitor plans regularly.
- Maintain current, accurately documented participant files, complete all required paperwork and service tracking reports according to deadlines.
- Maintain employment resource information and promote job-ready participants to area employers.
- Outreach to businesses in the community in order to develop employment and internship opportunities for participants.
- Re-engage enrolled participants and help motivate toward employment and education goals.
- Maintain current working knowledge of youth risk factors, youth cultural competencies, business techniques, workforce needs and industry trends.
• Help design and maintain curriculum relevant to employment program goals and host workshops for participants.
• Provide outreach and work with participants at service locations convenient to participants throughout south King County and the city of Seattle. Occasionally provide services outside normal business hours, while still maintaining a 40-hour work week.
• Assist in the recruitment of ESL and high school equivalency volunteers.
• Other duties, responsibilities, and activities may change or be assigned at any time with or without notice. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Requirements
• High School Diploma or equivalent. Bachelor’s Degree in Social Services preferred.
• Direct service experience working with low-income individuals in a social service, employment, educational or instructional setting. Experience with the unhoused preferred.
• Experience providing job readiness and employment services to individuals preferred.
• Knowledge of the following preferred: community resources; educational and training programs and opportunities, as well as educational funding programs; workforce development; labor market trends; career development and career counseling.
• Valid Washington State driver’s license, proof of current auto insurance and reliable transportation
• Fully vaccinated against COVID-19 or be approved for an eligible exemption
• Complete and pass MSC’s required Family Development Training and maintain annual certification through additional training.

Wage/Salary Range
$22.40 - $24.08 DOE

Benefits
• Medical Plans – employee premium as low as $40 per month for employee coverage
• Dental and Vision – employer pays for employee coverage
• Health, dental, vision coverage available for spouses/domestic partners and dependents
• Employer paid life (1x annual base pay) and long-term disability insurance (60%)
• Flexible Spending Accounts
• Employee Assistance Program
• Immediate participation in 401k available; three percent MSC contribution once eligibility is met, subject to annual board approval
• Annual paid vacation (15 days to start); annual paid sick leave (12 days)
• 14 paid holidays (including your birthday!!)
• As a 501(c)(3) employer, full-time employment at MSC may qualify you for education loan forgiveness under the Public Service Loan Forgiveness (PSLF) or Temporary Expanded PSLF (TEPSLF)
• Adoption expense reimbursement of up to $500
• Professional development opportunities
• Fun team-building events including a holiday party and summer picnic
• Free onsite parking
Join our mission!

To apply, please send your resume and cover letter to jobs@mschelps.org.

No phone calls please.

Multi-Service Center is committed to creating a diverse and inclusive environment. MSC is proud to be an Equal Opportunity Employer. MSC welcomes all qualified applicants and will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.