



Man-Tra-Con Corporation is seeking candidates to fill the following position:

**Job Title:** Career Specialist (TS-041924-01)

**Location:** Marion, Illinois

**Salary:** \$16.00 to \$17.00 per hour, D.O.E.

### **Job Description**

Man-Tra-Con Corporation is seeking candidates for a Career Specialist position. The Career Specialist will work with customers within our 5-county workforce area (Franklin, Jackson, Jefferson, Perry and Williamson counties) to develop professional goals and job readiness skills to enable customers to secure and maintain full-time employment.

A Man-Tra-Con Corporation Career Specialist is purpose-driven, with the ability to balance the priorities of providing superior customer service and ensuring accurate, timely completion of paperwork and data entry. The Career Specialist will make a difference in our community by helping hard-to-serve job seekers in a role that is more coach than counselor.

Benefits offered.

**Expected hours:** 35 hours per week

### **Responsibilities**

The Career Specialist is expected to:

- Provide case management to job seekers including but not limited to: job search assistance, job referrals, resume preparation and revision, job interview preparation, and coaching on employability skills.
- Establish and maintain relationships with partner agencies, staying current on services provided, and making appropriate referrals to assist customers in overcoming barriers to employment.
- Perform outreach duties including but limited to: conducting orientations for new customers; making presentations to small groups; and talking with potential customers at community events, resource fairs, and hiring events.

### **Knowledge, Skills and Abilities**

Candidates should possess the following skills:

- Customer Service
- Effective Written & Verbal Communication
- Computer Literacy
- Attention to Detail
- Flexibility

- Problem Solving
- Public Speaking
- Community Relations
- Time Management

### **Educational/Work Experience Requirements**

Candidate must have either a minimum of bachelor degree (preferred), or a combination of education and experience.

### **Requirements**

Candidates must also possess the following employment standards:

- Excellent written and verbal communication skills
- Proficiency in the use of Microsoft Office software (Word, Outlook, and Excel), and Internet applications is expected
- Database management skills (to enter and manage customer information and case notes)
- Demonstrate daily problem-solving skills, working with a diverse and sometimes difficult-to-serve customer base
- Superior interpersonal skills and the ability to consistently deliver excellent customer service
- Ability to handle personally identifiable information according to federal, state and local policy, and maintain strict confidentiality
- Ability to perform independent, remote work, traveling between local offices and other sites within the community
- Fluency with speaking Spanish a plus, but not required.
- Background screening may be required.

### **How to Apply**

To apply for this position, please submit a resume via Indeed at this link:

<https://www.indeed.com/job/career-specialist-f4f662ee30137c96>

**DEADLINE TO APPLY: Friday, May 3, 2024, by 4:30 p.m.**

**Man-Tra-Con Corporation is a member of the American Job Center network,  
and an Illinois workNet Center partner.**

*Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. © Copyright 2024 Man-Tra-Con Corporation.*