



Reentry Career Consultant **Largo, Maryland**

About Us: **Employ Prince George's** manages the Prince George's County Public Workforce System. The Prince George's County Local Workforce Development Board has branded the Prince George's County Public Workforce System as the Prince George's County American Job Center Community Network to the public, its partners, and stakeholders. The Prince George's County American Job Center Community Network, including **Employ Prince George's** as a nonprofit workforce development services provider, is a collection of job centers, access points for services, government agencies, nonprofit organizations, community-based organizations, and more. The Prince George's County American Job Center Community Network provides workforce development services to over 30,000 job seekers and 4,000 businesses annually. As the staff of the Prince George's County Local Workforce Development Board, workforce development service provider, and Prince George's County American Job Center Community Network manager, **Employ Prince George's** operations are diverse and extremely complex.

Job Summary: The Pathways to Success **Reentry Career Consultant** supports the Workforce Services Division's Job Seeker Services particularly as it pertains to programming for Returning Citizens. This position will also serve job seekers with multiple barriers to employment.

The Pathways to Success (PTS) Reentry Program, focuses on training, developing and increasing the employment outcomes of ex-offenders returning to Prince George's County, hence reducing recidivism. Under the supervision of the Manager of Job Seeker Services, the Reentry Career Consultant will provide services that prepare program participants for employment through case management, career counseling, job search and job matching activities.

The incumbent will be evaluated according to their ability to successfully enroll customers into Career Pathways programming, effectively case managing participants to complete job search and career development activities and obtaining employment, accurately recording services provided to participants in case management database, achieving program performance goals, coaching participants in preparation for employment and conducting community engagement activities.

Key Requirements: The ideal candidate will have a working knowledge of employment issues and challenges faced by returning citizens and experience coaching persons to overcome these challenges. Coaching on conflict resolution, goal setting and effective decision-making skills. Must be able to facilitate job clubs, career readiness training and basic skills training in one-on-one and group settings. Knowledge of local workforce development programs, human services programs, community resources, regional labor market information and local hiring trends. Should be proficient in the use of the internet and social media in providing workforce services.

Qualifications: Bachelor's degree in human or social services or comparable experience working with returning citizens. Certification(s) related to provision of re-entry services, such as Offender Workforce Development Services (OWDS), is highly desirable. Must possess a valid Driver's License. Two (2) years of experience in workforce development in the provision of direct services within a performance-based delivery system to persons with significant barriers to employment inclusive of returning citizens or a combination of education and experience totaling the minimum requirements. Must submit to, and pass, a criminal background check so as to enter and work within County, State and Federal correctional facilities. Must submit to, and pass, random drug screening tests. Position requires travel.

How to Apply: Qualified candidates are encouraged to submit a cover letter, including salary requirements, and resume to CareerOpportunities@employpg.org. Cover letters should be addressed to, **ATTN: Human Resources and must include Reentry Career Consultant in the subject line of your email. EOE/AA employer.**
NO TELEPHONE CALLS PLEASE