



Veterans 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: EPG's Veterans Services targets Post 9/11 Veterans, transitioning service members and their spouses and recently separated Veterans who reside in Prince George's County. Under the direction of the Manager of Job Seeker Services, the **Veterans Career Consultant** will have the primary responsibility of conducting outreach and providing continuous case management and follow up services to assist participants achieve their employment goals. More specifically this will include establishing connections with regional military installations and businesses to ensure the program meets enrollment goals and has adequate business partnerships to ensure successful employment outcomes. The Veterans Career Consultant will also develop strategies and plans to identify career ladders, provide job placement assistance and conduct orientations. The incumbent will be evaluated according to his/her ability to provide continuous case management and follow up services, meet performance goals for number of customers enrolled in programs, successful completion of training, placement in employment, retaining employment and attaining wages of a specified standard.

Key Requirements: The ideal candidate will have a working knowledge of federal, state, local workforce development programs, knowledge of community resources, regional labor market, local hiring trends, and major employers. Must understand national trends such as job driven strategies, industry sector strategies, leveraging wrap around services, work & learn opportunities, and barrier removal strategies. Must have knowledge of career assessment and counseling techniques. Proficiency in using Microsoft Office Suite and data base systems. Candidate should be savvy in using the internet and social media in providing workforce services. Must be able to function as a team member and possess excellent customer services skills. Excellent oral and written communication skills and organizational skills are required to include the ability to prioritize work and manage deadlines successfully. Commitment to outstanding service delivery and, teamwork and client outcomes are also required. Must be detail oriented.

Qualifications: Bachelor's Degree in a human service-related field is preferred. Two (2) years of experience working in Veteran's workforce development or a related field and/or an equivalent combination of education and experience. A Veteran with a military discharge other than dishonorable or civilian who has worked with Veterans in a professional capacity is required. Bi-lingual candidates are encouraged to apply.

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 Veterans Career Consultant in the subject line of your email. EOE/AA employer.**
NO TELEPHONE CALLS PLEASE