

**LAND OF LINCOLN GOODWILL INDUSTRIES  
JOB DESCRIPTION**

<b><u>JOB TITLE</u></b> Career Development Facilitator	<b><u>DEPARTMENT / DIVISION</u></b> Career Development / Adult Learning
<b><u>SUPERVISOR</u></b> Adult Learning Program Operations Manager	<b><u>LOCATION</u></b> Champaign
<b><u>CLASSIFICATION</u></b> Nonexempt	<b><u>POSITIONS SUPERVISED</u></b> None

**I. POSITION CONCEPT**

The primary responsibility for this position will be to facilitate career development opportunities for program participants also known as “prospectors”.

**II. ESSENTIAL JOB DUTIES**

- Conduct Introductory Sessions and enroll new Prospectors into the program
- Conduct assessments to identify work values, abilities and interests needed for career development.
- Create individual career development plan for each Prospector
- Assist Prospectors in navigating the internet to discover career options and using on line resources to improve job and life skills
- Conduct training for Prospectors using the “Good Works” training modules
- Establish clear communication with Goodwill supervisors and utility or medical providers to ensure Prospectors successfully complete their program.
- Maintain accurate records and reporting procedures for each Prospector.
- Assist Prospectors to leverage community resources to succeed in finding employment, continuing their education or acquiring new skills to manage life.
- Research, write and recruit relevant articles for the newsletter “Prospectors With Purpose”
- Participate in appropriate training and personal career development activities.
- Performs other duties as assigned or required.

**III. EQUIPMENT AND TOOLS USED**

Basic office equipment including computer, telephone, fax, photocopier, and vehicle.

**IV. REQUIREMENTS**

- Requires knowledge, skill and mental development equivalent to a bachelor’s degree with a concentration in rehabilitation, social work, education, management, liberal arts or a related field.
- Requires one year experience working with individuals with barriers to career development.
- Requires excellent oral and written communication skills.
- Requires a thorough knowledge of computer applications.
- Requires a valid driver’s license and proof of insurance.
- Requires personal vehicle for business use.
- Requires the ability to maintain confidentiality of information related to LLGI operations, financial matters and personnel matters.
- Follows the dress code as directed by Goodwill and displays a professional image and attitude.
- Ensures compliance with all Agency policies, procedures and safety standards throughout areas and maintain same to meet CARF, DOL and other applicable regulatory standards.
- Requires ability to be consistently at work and on time on scheduled work days.
- Requires ability to work a variety of schedules.
- Requires knowledge of and ability to follow all LLGI policies and procedures.
- Experience with provision of direct service to vulnerable populations
- Promote the respect and dignity of the people we serve.

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- Requires ability to complete tasks on time or communicate issues / problems with the appropriate person.
- Requires ability to promote a safe working environment and to ensure that all safety procedures are followed.
- Requires ability to successfully complete pre-employment drug screen, reference check and criminal background investigation.

### **V. PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

Office position, primarily sedentary

Position requires approximately 50% travel, primarily to Effingham (2 days/week) and Springfield (occasionally)

### **VI. CONTACTS**

- LLGI Staff
- Program participants