



Houston Area Women's Center  
*Ending Domestic and Sexual Violence*

Houston Area Women's Center

## Career Development Specialist

---

**Department:** Residential Adult Client Services

**Job Status:** Full-Time

**FLSA Status:** Non Exempt

**Reports To:** Director of Residential Client Services

**Work Schedule:** Mondays-Fridays

### **POSITION SUMMARY**

Provide comprehensive support and assistance to residential clients and assist them with overcoming immediate economic barriers and secure long-term financial independence and safety

### **DUTIES AND RESPONSIBILITIES**

- Learn and use the All State Moving Forward Ahead Through Financial Management and Career Empowerment Curriculum.
- Monitor and manage career development budget. Provide weekly updates to supervisor.
- Teach and/or use community partners to provide skill base programs (i.e., self image workshops, resume writing, financial, life skills, etc.).
- Implement program evaluation and ensure outcome measures and program goals are met.
- Ability to conduct educational groups as needed.
- Assist clients in developing a career-development plan that will lead achieve economic empowerment including, but not limited to:
  - Assessing needs
  - Setting goals/prioritizing
  - Providing resources and assist with gaining access
  - Increase skills and knowledge
  - Skill testing as requested
  - Long term means of support (savings plan, etc).
- Perform all duties in a safe manner and in accordance with OSHA where applicable.
- Report unsafe activities/practices in all areas of the facility to the Operations Manager.
- Report suspected child or elder abuse to DFPS.
- Attend weekly case management meetings and present client progress.
- Establish and maintain formal relationships with partners that have the expertise in resources, skills, and knowledge that survivors need to achieve economic independence.
- Use program evaluation results to assess and make improvements in programming.
- Evaluate curriculum needs and make recommendations to Manager of Client Services.

## **POSITION QUALIFICATIONS**

### ***SKILLS & ABILITIES***

**Education:** Bachelor's Degree in related field or equivalent experience.

**Experience:** Minimum of three to five years career/vocational counseling experience in a social service agency.

**Language Skills:** Bilingual required (Spanish-English) – must speak and understand Spanish proficiently, including conversational Spanish.

**Computer Skills:** Experience in Microsoft Office.

**Certificates & Licenses:** Possess a valid Texas driver's license, reliable means of transportation, and ability to drive van.

### ***Competencies***

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Business Acumen - Ability to grasp and understand business concepts and issues.
- Accuracy - Ability to perform work accurately and thoroughly.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Project Management - Ability to organize and direct a project to completion.
- Ethical - Ability to demonstrate conforming to a set of values and accepted standards.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Relationship Building - Ability to effectively build relationships with customers and co-workers.
- Reliability - The trait of being dependable and trustworthy.
- Testing Ability – Ability to conduct testing (i.e., Strong Campbell, Jackson Vocational Interest Survey).
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Flexibility in schedule is needed for staff coverage, client issues, trainings, etc.
- Understanding of issues related to residential programs and sensitivity to cultural diversity.
- Ability to maintain confidentiality of information Critical thinking skills are also needed to perform duties.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.

### **Other Requirements:**

- Knowledge of community resources and services.
- Skills in developing employment skills and job referral program.
- Skills in developing curricula.
- Develop and implement career development programs for clients that may lead to financial stability and economic independence.
- Assist client with developing educational and/or job related goals to help client attain economic stability.

- Establish and maintain formal relationships with partners that have the expertise in resources, skills, and knowledge that survivors need to achieve economic independence.
- Provide internal or external opportunities for clients to increase knowledge and skills in job readiness, resume development, savings, life skills and other related areas.
- Implement program evaluation and make recommendations to supervisor.
- Train, supervise, and coordinate volunteers
- Provide weekly feedback and information at case management meetings.
- Work evenings and Saturdays as needed.

**PHYSICAL DEMANDS**

- Ability to sit for extended periods of time is required. Employee may also need to need to squat or bend, reach outward or upward to effectively discharge job duties.
- Job incumbent must be able to lift/carry and/or push/pull up to 40 lbs.

**WORK ENVIRONMENT:**

MISSION OF THE HOUSTON AREA WOMEN'S CENTER: The Houston Area Women's Center helps individuals affected by domestic and sexual violence in their efforts to move their lives forward. We provide shelter, counseling and advocacy to support them in building lives free from the effects of violence. We seek social change to end domestic and sexual violence through community awareness and education. Our services are confidential and available to everyone.

The primary work location for the incumbent in this position is at the agency's administration location.

**ESSENTIAL FUNCTION STATEMENT:**

The Houston Area Women’s Center has reviewed this job description to ensure that essential functions are included with the duties and responsibilities. To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**REVIEW:**

This job description is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the agency reserves the right to change this job description and/or assign tasks for the employee to perform, as the agency may deem appropriate.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_