



DATE:		POSITION	CAREER CENTER MANAGER	
INCUMBENT			SUPERVISOR	CHIEF PROGRAM OFFICER
DEPARTMENT	DIRECT SERVICE PERSONNEL		FLSA STATUS	NON-EXEMPT

POSITION PURPOSE

The primary role of the Save the Family Career Center Manager is to facilitate and support engagement of clients in Career Development services, including career assessment, job club activities, resume writing skills, developing job interviewing skills, etc. to support their professional development toward self-sufficiency

POSITION AUTHORITY

The Career Center Manager position carries functional authority for managing and providing the agency's career services.

- MINMUM QUALIFICATIONS**
- Bachelor's degree in social services or related field from an accredited college or university and 5 years of professional or volunteer/intern experience required.
 - Some experience in the non-profit sector is preferred.
 - Demonstrate proficiency in grammar and spelling.
 - Be able to proficiently read and write the English language
 - Demonstrate excellent interpersonal communication skills.
 - Since position requires frequent driving to various job sites to provide services and occasionally transport clients, a valid Arizona driver's license, reliable transportation, current auto insurance, and clean driving record are required
 - Be 25 years of age or older for liability insurance requirements.
 - Valid Arizona Fingerprint Clearance Card OR must qualify for a valid Arizona Level One Fingerprint Clearance Card.
 - Eligible to work in the United States of America

- OTHER KNOWLEDGE, SKILLS AND ATTRIBUTES**
- Demonstrate a commitment to the mission, vision, and values of Save the Family Foundation of Arizona.
 - Demonstrate excellent verbal and written communication skills.
 - Be a self-starter with excellent time management skills.
 - Possess a collaborative way of working.
 - Be familiar with Save the Family's service population, including diverse cultural and socioeconomic characteristics.
 - Demonstrate proficiency in HMIS and Microsoft Office Suite including Word, Excel, and Outlook.
 - Maintain strict confidentiality.
 - Behave professionally in manner and appearance.
 - Be consistently organized and flexible.

KEY RESPONSIBILITIES
<ul style="list-style-type: none"> • Work with clients to assess educational and training needs toward the ultimate goal of permanent and stable employment using various tools and assessments available.
<ul style="list-style-type: none"> • Assess Clients' skills and abilities and help clients identify education and career related goals.
<ul style="list-style-type: none"> • Work with Clients to develop job-readiness skills such as a professional resume, interviewing skills, personal appearance and etiquette, etc.
<ul style="list-style-type: none"> • Maintain strong network relationships in the community that may offer educational, training, and employment benefits to clients.
<ul style="list-style-type: none"> • Actively engage clients in their job search and educational pursuits, providing guidance and assistance when needed.
<ul style="list-style-type: none"> • Review labor market analyses and conduct local industry survey; conduct local needs survey for employing the disadvantaged.
<ul style="list-style-type: none"> • Document and maintain client contacts and data in a timely manner.
<ul style="list-style-type: none"> • Fulfill record keeping responsibilities via the Homeless Monitoring Information System (HMIS) electronic data management system.
<ul style="list-style-type: none"> • Maintain detailed timekeeping.
<ul style="list-style-type: none"> • Provide a customer service focused effort to work with the public, volunteers, clients, and other staff members as needed.
<ul style="list-style-type: none"> • Prepare and submit all required reports and monitoring activities in a timely and accurate manner.
<ul style="list-style-type: none"> • Adhere to all behavioral General Competencies.
<ul style="list-style-type: none"> • Adhere to all behavioral Management Competencies
<ul style="list-style-type: none"> • Adhere to STF and ARM policies and procedures.
<ul style="list-style-type: none"> • Participate in professional and civic organizations as deemed appropriate by the CEO.

SUPERVISORY RESPONSIBILITIES
Career Development Staff and Americorps volunteers assigned to career services programs.

PHYSICAL DEMANDS		
Physical Demand	Definition (ADA)	Requirements
Stand or sit	Stationary position	Must be able to remain in a stationary position less than 80% of the time.
Walk	Move, traverse	The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
Use hands/fingers to handle or feel	Operate, Activate, Use, Prepare, Inspect, Place, Detect, Position	Constantly operates a computer, telephone and other office productivity machinery, such as a calculator, copy machine, and computer printer.
Climb (stairs/ladders) or balance	Ascend/Descend, Work atop, Traverse	NA
Stoop, kneel,	Position self (to), Move	Infrequently positions self to

crouch, or crawl		maintain computers
Talk/hear	Communicate, Detect, Converse with, Discern, Convey, Express oneself, Exchange information	Must constantly communicate verbally with grantors, foundations and staff
See	Detect, Determine, Perceive, Identify, Recognize, Judge, Observe, Inspect, Estimate, Assess	Must constantly read, type and view documents and the computer screen
Taste/Smell	Detect, Distinguish, Determine	NA
Carry weight, lift	Move, Transport, Position, Put, Install, Remove	Must frequently lift and move supplies weighing up to 50 pounds
Exposure to elements	Exposed, Work around	NA

NOTE

This job description identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job-related duties as may be reasonably assigned by his/her supervisor. Failure to adhere to all standards and expectations herein may result in corrective action.

SIGNATURES

ACKNOWLEDGEMENT

I acknowledge receipt of and understand this job description. I agree to abide by the requirements described herein as a condition of employment with the Save The Family Foundation.

Incumbent:		Date:	
-------------------	--	--------------	--

APPROVAL

I have reviewed and collaborated with the incumbent on this job description. I approve the contents herein as being of significant and relevant importance to the delivery of services within my scope of accountability.

Supervisor:		Date:	
--------------------	--	--------------	--

CERTIFICATION

I approve the contents herein as being of significant and relevant importance to the achievement of the mission of the Save The Family Foundation.

CEO:		Date:	
-------------	--	--------------	--