

# Big Sandy Area Community Action Program is seeking compassionate Career Advisors to create change for the Eastern Kentucky Workforce through an exciting relaunch of services.

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**Position Summary:** Career Advisors are trained to develop comprehensive plans tailored to each individual. We help people launch new careers and/or advance through training services. You will work alongside a talented, and vibrant group of individuals who share your passion for helping to improve the lives of others while making our region a better place to live and work. This position will be based in our Pikeville office.

## **Job duties and details:**

- Recruiting eligible participants and identifying customer and client assets, barriers, career goals, supportive service needs.
- Assisting jobseekers with a full range of employment services to advance their employment opportunities.
- Recruiting regional employers to assist them in finding and preparing workers to fit their needs.
- Participating in community events such as job fairs, benefit fairs, and partner meeting to promote WIOA and agency services.
- Accessing and maintaining customer records of activities and services provided through Google Forms, state administered databases, and any other required reporting methods.

## **Minimum Qualifications:**

- Bachelor's Degree in Social Work, Criminal Justice or related field is desired, combinations of education and work experience may substitute
- Previous experience in navigating the justice system and delivering services to a client population to meet performance targets is strongly preferred
- Successful completion of Career Advising Academy within 6 weeks of hire date is required.
- Well-developed interpersonal skills
- Valid driver's license and travel throughout service area is required
- Hire subject to agency policy on background check and drug screening

### **Starting Salary**

\$13.46 per hour

### **Benefits**

- Health, Vision, and Dental insurance
- Life Insurance
- Kentucky Retirement (CERS)
- Generous paid time off, including 13 paid holidays

**Qualified applicants may submit resumes or applications to [hr@bsacap.org](mailto:hr@bsacap.org), may fax to 606 789-3390, or mail to BSACAP HR Manager 230 Court Street, Paintsville, KY 41240**

*Big Sandy Area Community Action Program is one of a network of more than 1,000 Community Action organizations located across the United States committed to fighting poverty by empowering individuals.*

*An equal opportunity employer*

