



**ODLE
MANAGEMENT
GROUP, L.L.C.**

FLSA: Exempt

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Page:
1 of 1

Title: **Career Transition Specialist**

Corporate
Office Approval

Date:

Regional
Office Approval

Date:

Function

Reports to the Project Director through the State Coordinator. Responsible for career transition services for an assigned territory in compliance with government and management directives.

Duties and Responsibilities

1. Perform career transition services as required and assigned graduates and former enrollees.
2. Provide prospective students with career transition services and collaborates with ACs on LMI data to provide prospective students with career outlook.
3. Collect and verify all required placement documentation to support placements reported.
4. Actively be involved with the students and the Centers being served on achieving good case management by demonstrating good student contacts during post-placement service period.
5. Establish personal contact with referral sources, employers, schools, military branches, organizations, and community support agencies.
6. Works with Career Developer on employer, WBL and HBL linkages each month.
7. Collaborate with the Centers' on students who are assigned to the Career Transition Readiness phase for placement of students prior to a planned graduation.
8. Maintain strong contacts with students who are projected to graduate (on the Career Transition Readiness List) at least 90 days prior to separation.
9. Maintain active follow-up and active placement contacts for students who are assigned in his or her caseload during post-placement follow-up services.
10. Initiate "Placement Upgrade" sessions to establish telephonic campaigns and contacts.
11. Support the contract's Quality Assurance Plan which includes the Data Integrity procedures.
12. Act as liaison with public and private service agencies.
13. Conduct tours of Centers with employers, school representatives, military recruiters, etc..
14. Clearly communicate and consistently model appropriate employability skills including personal responsibility and computer fluency.
15. Maintain accountability of property, adheres to safety practices, and performs safety inspections in the areas of responsibility.
17. Performs other duties, as assigned.

Education and Experience Requirements

- Bachelor's degree or four years of related experience.
- One year experience in sales, marketing, or counseling related services.
- Ability to interact with individuals from economically and socially diverse backgrounds.
- Possess job placement skills and ability to interact with employers.
- Ability to interact cooperatively with placement/career transition readiness staff to ensure that maximum efforts are provided to give quality services to youth.
- Ability to create and maintain database files on integrated computer system.
- Valid driver license and personal automobile insurance coverage in state of Georgia.