

Workforce Navigator

The Workforce Navigator is responsible for supporting the mission of the Greater Nebraska Workforce Development in their respective region of operations. The goal of the WV is to aid with NEworks registration, site navigation, basic career services and streamline access to the Division of Reemployment Field staff as well as other WIOA core programs and required partners for intensive employment services or supportive services. The Navigator will be responsible for greeting and identifying unemployed and underemployed patrons and provide information on how to access Reemployment Services, training and employment opportunities that will lead to a better career.

SPECIFIC AREAS OF RESPONSIBILITY

- Outreach, intake, and orientation to information and other services available through the local workforce system.
- Initial assessment of skill levels, including literacy, and English language proficiency, abilities (including skills gaps), and supportive service needs.
- Provision of referrals to and coordination of activities with other programs and services within the GN workforce area.
- Digital literacy including email, Microsoft office, Webex, NEworks, and other applicable job search engines.
- Guidance through self-selected services that does not require a Wagner-Peyser program participation, such as resume, cover letter, and application guidance.

Working Conditions

This position requires intensive concentration, frequent sitting, and occasional standing, walking, use of finger movements; ordinary talking, ability to read/comprehend, write, communicate orally, reason and analyze. A computer and standard office equipment is used daily.