

# Cornerstones Career Learning Center, Inc.

## JOB DESCRIPTION

### FT Adult Education Instructor/Employment Specialist

#### GENERAL SUMMARY

Join an organization that supports employees with training, growth, and development so they can make a difference in the communities we serve.

We are looking for the right person to provide education classes for adults who are working on getting their GED or learning English. Provide adults with basic education classes both face-to-face and online.

This person would also provide employment assistance to individuals with disabilities who are looking to enter the workforce.

#### QUALIFICATIONS

1. Baccalaureate Degree in a field related to employment, counseling, public relations, education, or related experience.
2. Experience in career counseling or employment assistance helpful
3. Proficiency in both verbal and oral communication skills.
4. Competent in the use of computer technology.
5. Experience in teaching and/or working with adults.
6. Proficient with computer software programs.
7. Experience in curriculum development and training is highly desirable.
8. Fluency in a foreign language is desirable but not required

#### RESPONSIBILITIES

1. Develop rapport easily with people and work effectively as part of a team.
2. Utilize effective interpersonal and instructional techniques in assisting youth and adults obtain employment and self-sufficiency goals.
3. Work with at-risk, disabled, and employment-inhibited youth and adults in evaluating education, life skills, and employment needs to individualize employment plans.
4. Maintain participant files.
5. Act as liaison and case manager with mental health, social services, public schools, and rehabilitation caseworkers in aiding participants during employment transition and development.
6. Assist participants in vocational exploration.
7. Work effectively with the business sector.
8. Monitor participants for employment for skills and during employment for job duty effectiveness.
9. Provide education services to individuals wanting to improve their basic education skills, learn English, and obtain their GED.
10. Represent all of Cornerstones programs.
11. Represent Cornerstones and participants through outreach to surrounding communities.
12. Assume additional duties as assigned by the Executive Director.

## **WORK SCHEDULE**

This is a full-time, 40-hour-a-week, 12-month position. The anticipated work schedule includes evening classes Monday-Wednesday. The remaining weekly hours are flexible depending on classes and duties assumed, with typically a shortened workday on Friday. Flexibility with this schedule is expected with the delivery of evening programs provided on a regular basis and the necessity for off-site professional development.

## **EMPLOYMENT INFORMATION**

Benefits and leave schedules are in accordance with the organization's policies and include:

- Employer Paid Health Insurance
- Employer Paid Life Insurance
- Employer Paid Optical Insurance
- Paid Holidays
- Paid Vacation
- Paid Personal Time
- Employer Matched Retirement
- Flexible Scheduling
- Pre-tax medical and dependent care
- Dental Insurance
- AFLAC

## **WORK LOCATION**

This position is located in Huron, South Dakota