



### Care Coordinator Job Announcement:

Northwest Community Development Center  
1819 Bemidji Ave N  
Bemidji MN 56601

#### PRIMARY PURPOSE:

The Care Coordinator position will work directly with parents and expecting parents that are seeking to obtain their GED, High School Diploma or enroll in post-secondary education; provide comprehensive services that connect program participants with resources to assist them in making educational plans by facilitating awareness of their strengths, interests, and values.

#### PRIMARY RESPONSIBILITIES:

- Collaborate with the NWICDC team to identify, define, and meet participant education & career planning and placement needs, goals, and objectives.
- Provide individual and group education & career direction services to program participants.
- Maintenance of Internet applications and databases that support and delivery of services to program participants.
- Reach designated assigned monthly program goals and outcomes.
- Support a thorough case management process and maintain accurate client files and ongoing participant documentation.
- Manage facilities and ensure a productive, clean and positive work environment, maintaining an inventory of all program equipment and supplies in good order. Control equipment, service and software expenditures against budget.
- Manage administrative systems by registering new participants and participating in their orientation /intake process.
- Maintain proper record keeping and reporting including activities and events conducted breakdowns of daily participating figures, notable achievements and any problems/issues as they relate to the Education and Career Development Program Area.

#### SKILLS/KNOWLEDGE REQUIRED:

- College degree or equivalent experience in human service related field
- Minimum of three years' experience in, or related to, career planning and employment services, including direct career counseling
- Experience in career development strategies for diverse higher education populations.
- Minimum of one year of progressively responsible experience in information systems
- Demonstration of an understanding, appreciation and awareness of the cultural, social and economic diversity within the community being served

Resumes should be emailed to Collette Maxwell at [collette.maxwell@nwicdc.org](mailto:collette.maxwell@nwicdc.org)