



## **Career Services Coordinator, Nashville**

**Position:** Full Time / Regular Non-Exempt

**Reports To:** Career Services Manager

**SUMMARY:** The Career Services Coordinator assists Veteran applicants with career guidance, resume development, interview techniques and best practices for gaining job placement. He/She makes networking connections for veterans conducting career searches and/or matches veterans with jobs available primarily in the Greater Nashville area depending on the needs of the veteran client. He/She maintains contacts with businesses, veterans and other educational, training and industry/peer support group organizations to ensure the best possible variety of available jobs and network connections for veterans.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Reviews, interviews and tests Veteran applicants to determine skill levels and potential areas for job placement.
2. Conducts or arranges for skill and/or aptitude testing of applicants as applicable.
3. Records information on Veteran's knowledge, skills, abilities, interest test results, and other data pertinent to selection and referral of applicants. Reviews employment applications and evaluates work history, education and training, job skills, compensation needs, other qualifications of Veteran applicants.
4. Researches databases, job orders and other sources to locate potential jobs for Veterans. Refers selected applicants to human resources departments according to the policy of the organization. Informs applicants of job duties and responsibilities, compensation, benefits, work schedules, working conditions, promotional opportunities and other related information.
5. Makes networking connections for Veterans conducting career searches. Supports OSDTN engagement team networking events.
6. Refers applicants to vocational counseling as needed. Interviews job applicants to select those meeting employer qualifications.
7. Creates, maintains and updates OSDTN database showing employers who have hired veterans.
8. Maintains all necessary records using automated data processing or other means. Analyzes data and produces all needed reports.
9. Identify, establish and/or maintain contact with key employers and community job placement/training providers who support OSDTN efforts to place Veteran clients in meaningful employment.
10. Provides general employment counseling to Veteran applicants who may be disabled, special disabled, displaced, homeless and those who have recently completed an accredited substance abuse program and others who may have barriers to employment.

**General Duties:**

1. Adheres to Agency and Department policies and procedures.
2. Participates in Agency and Department meetings and events, collection of data/information, and Quality Improvement Monitoring and Review.
3. Performs other duties as designated by supervisor or agency.

**QUALIFICATIONS/KNOWLEDGE:**

1. Bachelor's degree; Strong preference for those candidates who have experience in general Human Resources, employee recruiting and/or job training programs preferred.
2. Experience working with Veterans and/or comprehensive knowledge of regional veteran services.
3. Proficient in Microsoft Office and excellent written, oral and interpersonal skills.

**PERSONAL:**

1. Veteran preferred.
2. Excellent organizational, multi-tasking and time management skills.
3. Broad capacity for global thinking and creative problem solving.
4. Compassionate, energetic and team focused.

**BENEFITS:**

This position is full-time at 40 hours/week with liberal PTO policy, 401K and health benefits.

**HOW TO APPLY:**

A resume and cover letter should be submitted to [jobs@osdtn.org](mailto:jobs@osdtn.org). No phone calls please. Selected candidate must pass a drug test and background check.