

Careers, Credentials and Certifications OH MY!



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President**



Introductions

- Name and Location (Business Cards)
- What is your dream job?

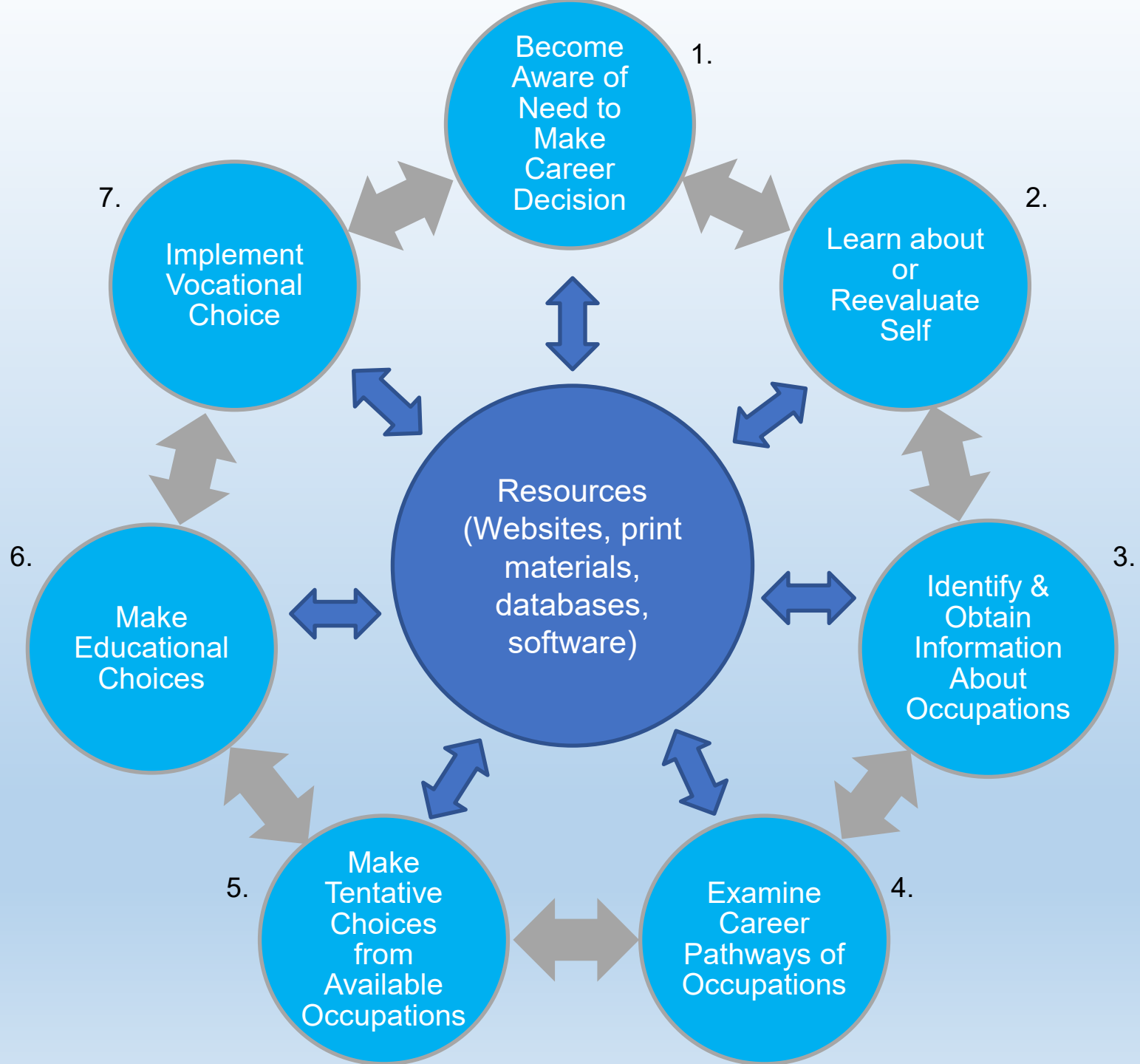
W.H.O.

- 
- Guidance
 - Direction
 - Confidence
 - Purpose
 - Respect
 - Financial Growth



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Career Pathways



Occupation vs Pathway

Occupation

- A Job or Profession
- Specific
- Present

Pathway

- An organized approach to career planning
- Broad and “high-level”
- Present and Future



- A Career Pathway is a collective look at education and training, wage, and outlook information for related occupations.
- Pathways offer an overview of the various career options along with the education and training that is required.

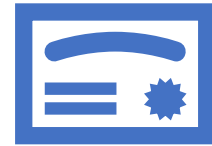


Pathway Elements

1. Wages
2. Occupations
3. Soft Skills
4. Technical Skills
5. Education/Experience

Credentials Vs Certifications

- **Credential:** A credential is issued by a third party with authoritative power and is proof of an individual's qualification or competence in a given subject.
- **Certification:** Certification is a formal process that recognizes and validates an individual's qualifications in a certain subject.
- **Certificates of Completion:** A document confirming an individual's successful completion of a course, program, or training. It serves as proof of attendance and participation, showing that the required material or activities have been completed. While it validates participation, it may not necessarily indicate mastery of the subject matter or skills.



Credential Options



Certified Career Services Provider (CCSP):

Training Required:
Yes

Certifying Body:
National Career
Development
Association



Global Career Development Facilitator (GCDF):

Training Required:
Yes

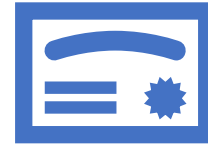
Certifying Body:
Center for
Credentialing and
Education



Certified Workforce Development Professional (CWDP):

Training Required:
Yes (Or option to
Test)

Certifying Body:
National
Association of
Workforce
Development
Professionals



Specialized Certifications

Certified Business Services Consultant (CBSC):

- Training Required: Yes

Certified Youth Services Consultant (CYSC):

- Training Required: Yes

Certified Career College and Planning Consultant: (CCCP)

- Training Required: Yes

Certified Disability Career Consultant (CDCC):

- Training Required: Yes
 - All Trainings Provide Continuing Education Hours for the CCSP, GCDF and CWDP.

A black metal pole with two silver-colored bands is shown against a clear blue sky. A rectangular sign is attached to the pole. The sign has a white border and a dark green center. The words "CAREER" and "PATH" are written in white, hand-drawn, chalk-like letters. "CAREER" is on the left and "PATH" is on the right, slightly higher than the end of "CAREER".

CAREER PATH

?Workforce Development Career Path?

6

Workforce Board Administration, President, CEO,
Executive Director, CEO, CFO, Grants Manager

5

4

3

2

Career Advisor, Career Navigator, Career Coach, Case
Manager, Workshop Trainer

1

Employment Services, ES Specialist, Administrative Assistant

Workforce Development Career Path

6

Workforce Board Administration, President, Executive Director, CEO, CFO, Grants Manager

Master's Degree, 10-15 Years Experience, \$80k+/yr

5

Program Director, Director of Services, Training Director

Master's Degree Preferred, 10+ Years Experience, \$70k+/yr

4

Manager, Program Manager, Training and Educational Manager, Supervisor, Auditor/Monitor

Bachelor's Degree, 5-7 Years Experience, \$50-70k+/yr

3

Business Services Consultant/Data Analyst

Bachelor's Degree, Certification, No Experience, \$45k-\$60k/yr

2

Career Advisor, Career Navigator, Career Coach, Case Manager, Workshop Trainer

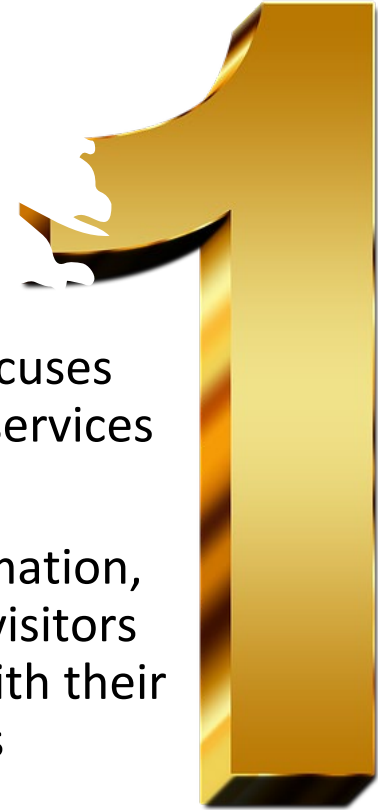
Bachelor's Degree, Certification, No Experience, \$35k-\$50k/yr

1

Employment Services, ES Specialist, Administrative Assistant

H.S. Diploma/GED/Associates Degree, No Experience, \$12-\$17/hr

Employment Services, ES Specialist, Administrative Assistant



- **Description:** A customer-oriented position that focuses on directly assisting individuals as they utilize the services of the American Job Center.
- **Daily Tasks:** Answer telephone/emails, give information, and/or transfer to appropriate individuals. Greet visitors or callers and handle their inquiries, assist them with their request, or direct them to the appropriate persons according to their needs.
- **Work Environment/Context:** Open Office Setting, “Front Desk”, Contact With Others, Work With Team, Face-to-Face Discussions
- **Technical Skills:** Use computers for various applications, such as database management or word processing. At times will be called upon to assist customers as they utilize technology or programs located on the AJC computers.

2

Career Advisor, Career Navigator, Career Coach, Case Manager, Workshop Trainer

- **Description:** A customer-oriented position that assists customers, who are enrolled in a program to overcome barriers, create career plans and pathways, and seek and find employment.
- **Daily Tasks:** Answer telephone/emails, provide information and resources, meet with customers/clients, create action plans and use technology to document all interactions.
- **Work Environment/Context:** Private office/cubicle, Face-to-Face Discussions, Work With Team
- **Technical Skills:** Use computers for various applications, such as database management, reporting, and word processing.

3

Business Services Consultant

- **Description:** A position that focuses on consulting with businesses to discover their needs, challenges, and successes. The goal is to meet their identified needs/challenges through direct services or referrals to partner agencies and organizations.
- **Daily Tasks:** Outreach/Networking, Relationship Building, Data Collection, Creating Action Plans, and using technology to document.
- **Work Environment/Context:** Private office setting, traveling outside of the office to businesses, partners (i.e., chambers, economic development, state/federal), and training partners.
- **Technical Skills:** Use computers for various applications, such as database management, reporting, outreach, and word processing.

4

Manager, Program Manager, Training and Educational Manager, Supervisor, Auditor/Monitor

- **Description:** Positions that plan, direct, oversee, provide administrative duty, and/or coordinate the operations of the organization.
- **Daily Tasks:** Formulating and Enforcing Policies, Managing Daily Operations, Overseeing Personnel, Report Writing, and Oversight of Performance.
- **Work Environment/Context:** Open and Private Office Setting, Responsible for Outcomes/Performance, Work With Team
- **Technical Skills:** Use computers for various applications, such as database management, reporting, outreach, and word processing.

5

Program Director, Director of Services, Training Director

- **Description:**
 - Positions.....
- **Daily Tasks:**
 - Answer.....
- **Work Environment/Context:**
 - Office.....
- **Technical Skills:**
 - Use...

6

Workforce Board Administration, Executive Director, CEO, CFO, Grants Manager

- **Description:** Positions that determine and formulate policies and provide overall direction of organizations within guidelines set up by a board of directors or similar governing body. Plan, direct, or coordinate operational activities at the highest level of management with the help of subordinate executives and staff managers.
- **Specific Tasks:** Direct or coordinate an organization's financial or budget activities. Implement policies, objectives, or activities of organizations or businesses to ensure continuing operations. Analyze operations to evaluate the performance.
- **Work Environment/Context:** Private Office Setting, Face-to-Face Discussions, Report Writing, Public Presentations
- **Technical Skills:** Use computers for various applications, such as database management, reporting, outreach, and word processing.

6

Knowledge: Business and management principles involved in strategic planning, resource allocation, leadership technique, and coordination of resources.

General Tasks: Public Speaking, Technical Writing, Relationship Building, Leading, and Influencing

5

Knowledge: Business and management principles involved in strategic planning, resource allocation, human resources modeling, and coordination of people and resources.

General Tasks: Program/Activity Oversight, Report Writing, Leading, Relationship Building, and Organizing

4

Knowledge: Knowledge of federal/local policy and directives associated with performance measures, programing, and day-to-day activities of personnel.

General Tasks: Provide Excellent Customer Service, Oversee Daily Operations, Record Keeping, Report Writing, Leading, and Supervision

3

Knowledge: Principles and concepts of the Demand Driven system, business terminology, Labor Market Information, and economic development principles.

General Tasks: Business Outreach, Data Collection, Relationship Building, Consultation, and Sales Techniques

2

Knowledge: Principles of Case Management, Career Development, Career Pathways, federal/local policy and directives associated with performance measures.

General Tasks: Job Seeking Assistance, Developing Action Plans, Relationship Building, Data Entry

1

Knowledge: Principles of Customer Service as a general understanding of the programs and resources associated with the American Job Center and its partners.

General Tasks: Dealing with the public, assisting with technology, and answering questions, and providing guidance

So What Now?



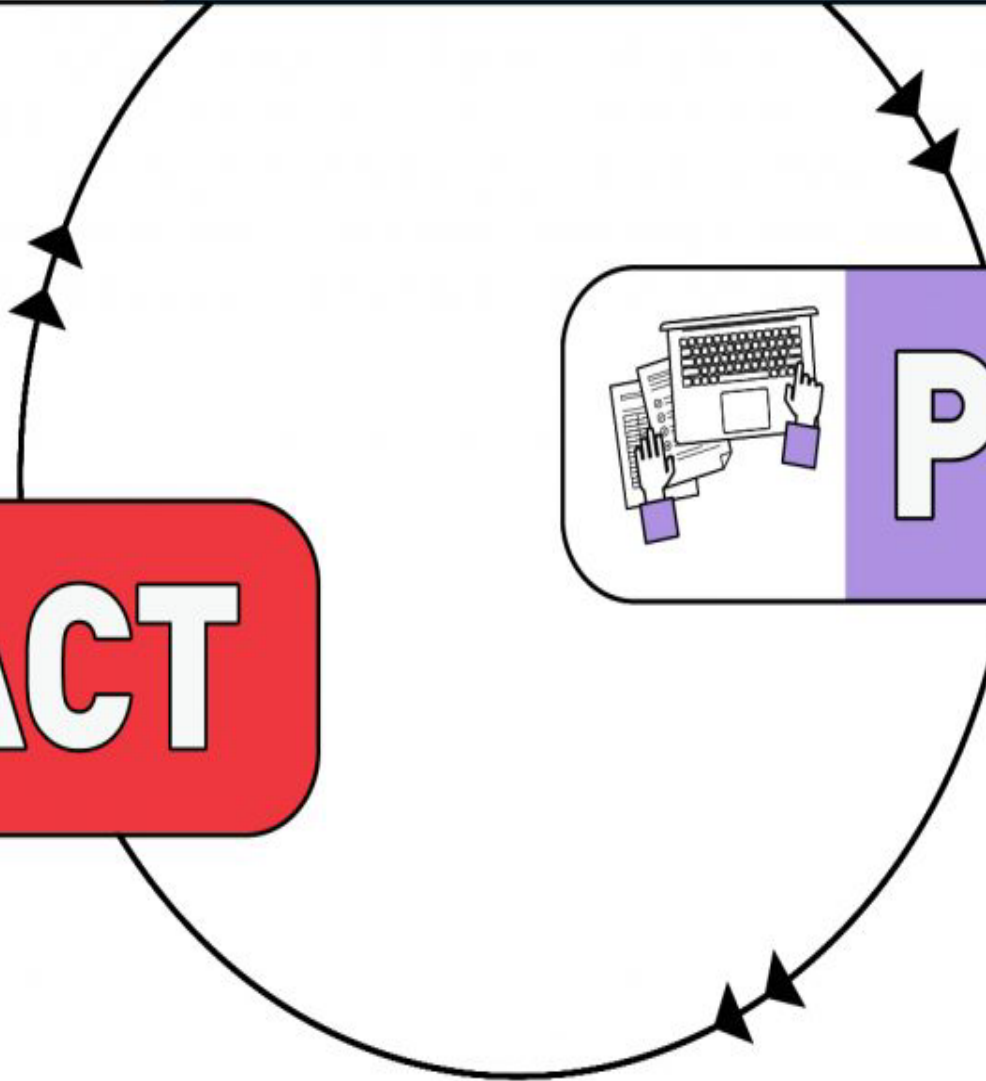
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PLAN



ACT



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