



CHAMPAIGN COUNTY  
REGIONAL PLANNING  
COMMISSION

PEOPLE. POSSIBILITIES.

## **Career Planner I**

Champaign County Regional Planning Commission is currently seeking a Career Planner I to join our Workforce Development team! Champaign County RPC is a people-focused agency made up of over 100 programs designed to generate possibilities for all within our community. A great deal of planning goes into creating opportunities where people can succeed on their own, and RPC is doing that work. From analysis to policy guidance to offering services to our communities, RPC's people plan for people. The Career Planner I will provide services in Iroquois and Ford County.

The Career Planner I will help participants determine career and educational goals, improve work readiness and career exploration skills; will identify, place and support participants in employment; and work with businesses to obtain a skilled labor force.

**Schedule:** 8:00 a.m. – 4:30 p.m. M-F (37.5 workweek) – A flexible schedule is necessary to support the needs of the program.

**Status:** Full-Time/Nonexempt/Job Classification 2

**Starting Wage:** \$15.45

### **Minimum Requirements:**

- Bachelor's degree preferred in social service, education, human resource management or related area. Combination of education and training may be considered.
- Ability to pass criminal background check.
- Strong background in customer services and human services with program's target population.
- Valid driver's license and ability to transport clients.
- Ability to work a flexible schedule to accommodate client scheduling needs including periodic evenings and weekends.
- Knowledge of continuing education options including high school, trade and college.
- Understands steps to implement to work toward gainful employment for individuals lacking employment history

- Advanced computer skills needed to complete case documentation, data entry and timesheets.
- Knowledge of local economic and employment opportunities.
- Knowledge of public assistance programs, including eligibility and application process.
- Exceptional written and verbal communication skills
- Professionalism and ability to facilitate and resolve stressful interactions with clients
- Ability to set work priorities and organize effectively to meet deadlines.

**A complete job description may be reviewed at: [www.ccrpc.org](http://www.ccrpc.org)**

Competitive benefits, health insurance, dental insurance, retirement, tuition reimbursement, high-quality programming, and great work environment!

Application Closing Date: 11/19/17

Applicants may apply at: [www.ccrpc.org/rpcjobs](http://www.ccrpc.org/rpcjobs)

CCRPC is EEO/AA/ADA employer