



Wellspring House, Inc.

Career Advisor – Salem, MA

Department: Job Training Initiatives

Status: Non-exempt, Full-Time

Title: Career Advisor

Reports to: Director of Job Training Initiatives

Hours Per Week: 32

Compensation Range: \$25.96/hour – 26.92/hour

WHO WE ARE

Founded in 1981, Wellspring House Inc. is a leading non-profit organization with programs extending throughout the 20 cities and towns of Massachusetts' North Shore region. Our mission is to inspire families and adults to achieve employment and financial security through stable housing, education, job training, and career readiness.

WHAT WE SEEK

Wellspring is seeking to add a passionate **Career Advisor** to the Job Training Initiatives Team. This role is key in supporting individuals aspiring to enter or advance within the healthcare field and related areas.

The **Career Advisor** works within the Job Training Initiatives department and across Wellspring teams to provide personalized and small-group education and career advising to program participants who have a desire to enter or advance within the field of health care and related areas.

The **Career Advisor**, under the guidance of the Director of Job Training Initiative, is a critical component aimed at providing personalized career development, support and referral services to a wide range of community members seeking pathways into healthcare.

The **Career Advisor** will take a proactive, yet collaborative approach and will assist in leveraging internal and community resources to reduce barriers to economic mobility, such as housing, childcare, transportation, and mental health.

In collaboration with the Program Director, Program Manager, and department staff, the **Career Advisor** will also help to support the expansion of Wellspring's programming.

JOB DESCRIPTION

Essential Duties and Responsibilities

- Provide one-on-one advising, career navigation, goal setting, and follow-up to a designated caseload of individuals and heads-of-household through in-person and virtual meetings, informal check-ins, supported online learning, workshops, and other techniques.
- Collaborate with the Director of Job Training Initiatives, Program Associate, and the Program Coordinators to develop and maintain a streamlined process for the intake, enrollment and assessment of referrals from other Wellspring programs and community partners such as the Department of Transitional Assistance.
- Research and network to maintain up-to-date information on healthcare training, education, and employment opportunities on the North Shore with a focus on entry-level and mid-level positions in clinical and non-clinical settings.
- Maintain up-to-date information on Wellspring and community resources available to support housing stabilization, food security, mental health, childcare, and other needs.
- Ensure that program data and participant information is collected, recorded, shared and protected in accordance with Wellspring protocols. Utilize Apricot and Virtual Gateway (mass.gov) platforms to record participant activity notes and outcomes.
- Participate in weekly team meetings with Job Training Initiatives staff and instructors and one-on-one supervision meetings with supervisor.
- Serve as staff "keyholder," responsible for opening and closing the Highland Hall classroom in the a.m. and/or p.m. on a rotating schedule with other Job Training Initiatives staff.
- Perform additional duties as assigned, adjusting to the evolving needs of the organization.

Required Qualifications

- 2+ years of experience advising or coaching adults or young adults from culturally, linguistically, racially, and socio-economically diverse backgrounds
- 1-3 years working in a healthcare or human services environment
- High school diploma or equivalent
- Experience sourcing area resources for families, ideally on the North Shore or in Greater Boston
- Proven ability to exercise discretion and maintain confidentiality
- Skilled in Windows and Microsoft Office Suite, video-conferencing technology, and a variety of internet and cloud-based platforms (Google Suite, Google Classroom etc.)
- Comfortable learning new database management tools

Skills, Abilities & Competencies

- Strong organizational and time management skills, while also possessing the flexibility, creativity, and empathy needed to motivate others and adapt to individual needs
- Growth mindset and desire to continuously refine and improve practices and approaches
- Excellent verbal communication skills with an ability to motivate and connect with others and present information clearly
- Understanding of trauma-informed practices
- Unwavering commitment to honoring and boosting the confidence, strength, agency and unique power within each person
- Highly collaborative and communicative, yet able to take initiative and be self-directed
- Deep commitment to justice, diversity, equity and inclusion

COMPENSATION

The salary range for this position is \$25.96/hour – 26.92/hour commensurate with experience and skills. Permanent employees at Wellspring House working more than 30 hours per week are eligible for medical, dental, and life insurance benefits. All permanent employees at Wellspring are eligible to participate in an IRA retirement savings plan, paid holidays, accrued vacation time, and other benefits.

WORK ENVIRONMENT & LOCATION

This position is based at Wellspring's office and program site located at 55 Highland Ave in Salem, MA. (Highland Hall is an administrative building located on the campus of Mass General Brigham Salem Hospital). The property is accessible by public transportation (bus service). Parking is available on site.

Wellspring's headquarters is located at 302 Essex Avenue in Gloucester, MA. The property is accessible by public transportation (MBTA commuter rail and bus service). Parking is available on site.

This is a hybrid position with a standard work schedule of Monday – Thursday, 8:00 AM - 4:30 PM and, at a minimum, requires being physically present at a Wellspring worksite (mainly Salem) three (3) set days per week. When working remotely, the Career Advisor must be able to participate in online virtual communication including email, video conferencing, and other online tools used to facilitate a hybrid office culture and work sharing.

This role routinely uses standard office equipment such as computers, photocopies, phones, and scanners. Remote work is conducted via telephone, ZOOM, Google Classroom, Google Meet, and other platforms.

The physical demands and work environment described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodation may be made to enable individuals with different abilities to perform essential functions.

Employee is also designated a “non-employee” of MGB Salem Hospital and must be willing to meet and maintain occupational health and background check requirements and participate in annual training.