



WORK BASED LEARNING (WBL) NAVIGATOR – Northern Shenandoah Valley Position Guide

Reports to: Operations Director

Hiring Salary Range: \$50,000 - \$60,000 (additional reimbursement for required travel)

Work Based Learning Navigator Primary Functions: The WBL Navigator coordinates efforts of multiple stakeholders to ensure work-based learning experiences effectively and efficiently help youth develop knowledge, skills, attitudes, and work habits so they can transition successfully into career pathways to employment with self-sustaining wages and benefits. The WBL Navigator will develop, establish and facilitate the coordination of job shadowing, work experiences, on-the-job training, and apprenticeship which are focused on regional demand industries and target occupations identified by the Workforce Development Board. These experiences are designed to support the development of a talent pipeline. The WBL Navigator will focus efforts on the development, implementation, and scaling of WBL activities to support regional industry partners and make a positive impact on the regional economy. The WBL Navigator serves as the coordination point of contact for WBL activities and initiatives and performs the primary job functions as listed below.

- Coordinate with regional partners in the recruitment of industry partners to facilitate WBL activities. Communicate and build community awareness regarding WIOA Title I youth program work-based learning opportunities. Conduct outreach to both in-school and out-of-school youth and community and faith-based organizations supporting youth.
- Develop employer-driven WBL opportunities for youth. Responsible for working with and communicating with employers on all WBL processes, documentation, agreements, site visits and follow up.
- Provides work-based learning support to youth job seekers enrolled in the Workforce Innovation and Opportunity Act (WIOA) throughout the Virginia Career Works (VCW) – Shenandoah Valley Region on behalf of the SVWDB that are participating in or interested in participating in job shadowing, work experiences, internships, and other WBL activities.
- Work with WIOA youth requiring work readiness assistance by providing training with standardized curriculum as well as creating individualized opportunities for learning utilizing technology, informational interview, mock interview, and other strategies.
- Understand the 14 Youth Elements as defined by WIOA, with special focus given to activities related to work readiness.



- Work to meet and exceed WIOA youth program and performance requirements, specifically the 20% Youth Work Experience Expenditure requirement and additional performance metrics for credential attainment, skills gains, placement and retention in employment, and targeted gains.
- Serve as a subject matter expert in TransfrVR (Virtual Reality) work-based learning activities, collaborate with partners to provide VR services to customers, and maintain equipment with the assistance of the Operations Director.
- Collaborate and provide input on best practices for innovation to the SVWDB.
- Work to accomplish the WIOA youth program vision and mission as defined by the SVWDB.

Work Based Learning Navigator Responsibilities:

- Provides support to youth participating in WBL activities but facing a variety of significant barriers. Thoroughly address barriers with the Youth Career Coach through a network of service providers. Assists the youth participant in progressing along their Career Pathway as identified in the Individual Services Strategy (ISS).
- Manages electronic files pertaining to WBL for youth job seeker and adheres to confidentiality and compliance requirements.
- Works within the community to identify WIOA eligible youth to refer to the Eligibility Specialist. Work with community organizations, schools, and organizations by meeting with partnering organizations, giving presentations, using social media and other means of outreach.
- Collaborates with the Employer Network Director to receive leads for businesses interested in youth work experiences.
- Plans and coordinates the youth work experience and provides job preparation for placement into employment.
- Guides youth job seekers through their work-based learning experience.
- Ensures that all local, state and federal guidelines are adhered to when providing work-based learning services to job seekers and that documentation of services are entered in the VaWC State System in the appropriate, timely manner required.
- Works with the SVWDB on other discretionary grants when available and required.
- Travels in the service region as required. Appropriate reimbursement will be provided; however, applicants must have a reliable method of transportation to cover the 16-locality service region.

Other Responsibilities:

- Works to accomplish other duties deemed necessary to fulfill the mission of the SVWDB.



- Participates in training seminars and other educational meetings as budget and time permit.
- Day travel in the SVWDB service region may be required. Occasional overnight travel in and out the SVWDB service region may be required.

Knowledge, Skills, and Abilities:

- Knowledge of state and federal regulations relating to WIOA and Title I programming and experience with implementation, with a focus on WIOA youth programming.
- Ability to communicate effectively verbally and in writing with SVWDB staff, Board and committee members, and state and federal staff of regulatory agencies.
- Team communication and collaboration skills are a must for this position.
- Ability to contribute to workforce initiatives.
- Ability to meet deadlines through time management and organization skills.
- Skilled at self-management and self-motivation.
- Ability to reach conclusions through problem solving and decision-making skills.
- Knowledge and proficiency in Microsoft Office products: Windows OS, Word, PowerPoint, Excel.
- Ability to read, interpret, and understand regulations, policies, and technical guidance and communicate information to others.
- Ability to travel to remote Point of Access locations, meetings, and outreach activities, when necessary, within designated region of service.

Education and Experience:

- Any combination of education and work experience equivalent to graduation from an accredited college or university with an associate's degree in workforce development, human capital development, social work, human services, or other fields deemed appropriate.
- Experience working in the public workforce system with the Workforce Innovation and Opportunity Act (WIOA) preferred.
- Experience working with youth job seekers preferred.
- Experience working with the VaWC system preferred (experience with current version strongly preferred).
- Experience and education in Trauma Informed Care is preferred.
- Experience in a social services or human services related field is preferred.
- Bi-lingual capabilities strongly preferred.



Working Relationships:

- **Internal:** Interacts with all levels of staff and management on a daily basis to give and gather information, and to contribute to a working environment of open exchange, positive morale, and advancement of the SVWDB's mission and vision.
- **External:** Interacts with community partners across the entire service region to make connections and establish referral processes while including internal team members assigned to the appropriate area.

Supervision Received:

The WBL Navigator at the direction of the Operations Director working to implement the vision and strategic plan of the SVWDB. This position is subject to review by and through observation of results achieved.

Essential Functions: The following physical standards are considered essential functions of the job.

- Driving. Continuously to get to and from work and to travel to VCW Centers, Point of Access locations and meetings. Reliable transportation is required.
- Sitting. Continuously to perform job functions.
- Bending. Occasionally to acquire supplies, move equipment, set up computers.
- Pushing/Pulling. Occasionally to move equipment and to set up meeting rooms.
- Twisting/Turning. Frequently to access supplies and equipment.
- Reaching. Frequently to access supplies and equipment.
- Written communication. Continuously to correspond with staff, the Board, committees, service provider, partners, local, state, and federal government representatives and agencies.
- Verbal communication. Continuously to converse, present information, data, and reports.
- Hearing. Continuously to listen to information presented in venues ranging from phone calls to large seating auditoriums. Accommodations such as hearing devices and hearing loops may be utilized.
- Firm grasping. Frequently to perform job function and handle office equipment.
- Fine manipulating. Continuously to use office equipment, telephone, fax, computer, copier, and printer.
- Lifting. Frequently to transport materials, refreshments, files, handouts and equipment. Must be able to lift 25 pounds.
- Eyesight. Frequently. Sufficient to enable, with any needed assistive devices, the review of hard copy and computer records.



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Auxiliary aids and services are available upon request to individuals with disabilities

TDD: VA Relay Center: 711 or 800.828.1120

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