

### Examples of Career Advisor Duties:

The following examples are duties and tasks assigned to the position of Career Advisor in the Workforce Development Division:

- Provides Career Counseling to persons inquiring about career and training options.
- Handles telephone inquiries, provides information and assistance, advises callers about the availability of training programs in the service area.
- Receives and processes paperwork for Workforce Investment and Opportunity Act (WIOA) participants, collects eligibility documents, conducts initial eligibility review and forwards for approval.
- Administers and interprets career assessments.
- Reports, tracks, and enters client information and activities into the state information management system.
- Issues vouchers and establishes individual training accounts funded by WIOA, including training start and end dates.
- Refers callers in need of social services to partner agencies.
- Matches callers' needs and interests with appropriate training programs.
- Serves on a variety of committees, groups, and councils; attends a variety of meetings and events representing the NEGRC Workforce Development Division.
- Performs related duties.