

## Full-Time Career Navigator – Healthcare Career Navigator (WDI Internal and External Posting)

Workforce Development, Inc. is seeking a friendly and professional Healthcare Navigator to join our Olmsted County Bridges to Careers team. We encourage all qualified applicants, including minorities, women, veterans, individuals in the LGBTQIA+ community, and individuals with disabilities to apply.

### Responsibilities include:

- Providing Career Planning services to Bridges to Careers/Healthcare students
- Developing employment and training plans
- Administering and interpreting assessments
- Providing job search and placement services
- Delivering case management services
- Sharing information about workforce development programs and local community resources
- Utilizing excellent communication skills
- Working with diverse populations

### Requirements:

- Experience in career planning/case management
- Detail-oriented individual with excellent communication skills
- Proficiency in computer usage
- Ability to maintain confidentiality and data privacy
- Bilingual skills appreciated but not required
- Knowledge of healthcare systems/education appreciated but not required
- Adaptable to a variety of work environments; Navigation services will be provided on-site at Rochester Adult and Family Literacy (Hawthorne School), on-site at WDI, and/or virtually
- Driver's license/reliable transportation

### About Us:

Workforce Development, Inc. is a non-profit organization dedicated to advancing the workforce of SE MN. We are a customer-focused, action-oriented team committed to the values of Respect, Integrity, Innovation, Education, and Community. We value diversity among our talented employees.

**Salary Range:** \$47,840 to \$52,000 annually

If you are interested in a dynamic work environment at an organization dedicated to helping job seekers and employers, please submit your resume and letter of interest to be received by **4:30pm** on **March 27, 2024**, to:

Jakki Trihey  
Workforce Development, Inc.  
2070 College View Road East  
Rochester, MN 55904  
**Or E-mail:** [jtrihey@wdimn.org](mailto:jtrihey@wdimn.org)

**WDI is an Equal Opportunity Employer/Service Provider.** WDI does not discriminate on the basis of race, color, national origin, sex, gender identity, sexual orientation, disability, age, or military status in any of its activities or operations. This information is available in alternative formats for people with disabilities by calling 507.292.5152 (voice) or by using your preferred relay service.