



Urban League  
of Greater Oklahoma City, Inc.

Empowering Communities  
Changing Lives

**JOB TITLE:** Diversion Hub Case Worker/Career Navigator  
**DEPARTMENT:** Workforce and Career Development  
**REPORTS TO:** Ollivett Brothers, WFCD Coordinator  
**FLSA STATUS:** Non-Exempt  
**EMAIL RESUME:** [humanresources@urbanleagueok.org](mailto:humanresources@urbanleagueok.org)  
**SALARY RANGE:** \$ 18.50 per hour  
**DATE:** May 10, 2022  
**WORK SCHEDULE:** Part Time up to 30 Hours Weekly/Flexible Schedule, 8am - 5pm, Monday - Friday

**BASIC FUNCTIONS:** Serves as a single point of contact for resources and assistance to clients to access supportive services offered within the Diversion Hub, Urban League, and partner agencies. This position provides integrated workforce planning services to Diversion Hub re-entry clients, to assist them with developing, evaluating and implementing plans to find employment and/or employment skills.

**RESPONSIBILITIES:**

- Provide ULOKC clients linkage to resources, programs, and partners which promotes self-sufficiency;
- Teach job seekers career development techniques such as job search, application strategies, resume writing, and interview skills;
- Help local businesses recruit the best applicants for their jobs by screening and assessing candidates for technical and soft skills to determine their level of suitability and fit for available positions;
- Make the appropriate connections for job seekers to open positions resulting in employment;
- Connect job seekers to opportunities for training and development and other workforce center services to increase opportunities for employment;
- Provide career advisement through the development of individual employment plans, referrals to jobs, placement in training/educations programs and job placement or advancement;
- Document all client interactions through well-written case notes and track client progress and results;
- Provide job readiness diversion hub workforce clients;
- Network with all types of community stakeholders (i.e. public libraries, community centers, community based organizations, workforce solutions, homeless alliance, college admissions, human service organizations) to recruit individuals and families for ULOKC programs;
- Maintain and update resources of information on careers and employment opportunities; and
- Assist with meeting the annual objective/goals of the program's United Way Agency profile.

**QUALIFICATIONS:**

Bachelor's Degree in Social Services, Human Resources, Communications, Business or equivalent experience is required. Minimum of two years' experience in staffing, recruiting, or workforce development with at least one years' experience working with computer systems for data entry and data review required. Previous workforce experience and/or case management experience is preferred. Must possess demonstrated proficiency with verbal and written communication skills as well as demonstrated customer service skills and computer skills. Knowledge of employment and recruiting practices, ability to understand and follow program policy, knowledge of business practices and industry sectors, ability to work effectively in a fast-paced environment, strong familiarity with regulatory entities and their laws and guidance that apply to job posting and recruitment, ability to effectively read and interpret written procedures, ability to prepare routine reports, ability to enter data into computerized system, skills in dealing with customers using appropriate customer service practices. Must have a valid driver's license and adequate vehicle insurance coverage.

3900 N. Martin Luther King, Jr. Ave.\* Oklahoma City, OK 73111  
Tel (405) 424-5243 \* Fax (405) 424-3382 \* [www.urbanleagueok.org](http://www.urbanleagueok.org)