

SBWB, Inc.

SOUTH BAY WORKFORCE INVESTMENT BOARD, INC.

A Private Nonprofit Corporation

An Equal Opportunity Employer

Career Services Admin Assistant I / (Case Manager Assistant)

JOB ANNOUNCEMENT

Summary:

We are looking for a responsible Career Services Admin Assistant I (CSAA I) to assist with administrative and case management duties and overall provide support to Pomona staff including, potentially being able to fill in for staff when absent. The work of the CSAA I will be critical in ensuring that the team meets its goals of efficiency and customer satisfaction. You should be able to take initiative as well as productively manage your time.

Salary & Benefits:

This is a full-time position (30-40 hours/week) with a starting wage of 17.66. Our Company has developed a comprehensive set of employee benefit programs to supplement our employees' regular wages. Our benefit package represents a hidden value of additional income to our employees, which includes a 50% health cost reimbursement (for employee only), sick and vacation time, holidays and a competitive 401k plan. All full-time employees are invited to participate in the company's health benefits package after completing the 60-90-day employment introductory period.

Minimum Qualifications:

Graduation from an accredited community college with an Associate's Degree in Social Sciences, Human Services or other relevant field; and at least two (2) years of experience in the delivery of social service programs and/or job training and development. Experience may be substituted for education on a year-for-year basis. A valid California Driver's License and reliable transportation are required.

Essential Duties and Responsibilities: Under general supervision of the Career Services Centers' Manager or designee, the duties of the Career Services Admin Assistant I (CSAA I) *Case Manager Assistant* will be, but are not limited to, the following:

- Perform a variety of office related duties including answer phone and oversee inventory and maintenance of office supplies and materials;
- Use word processing to create letters, reports, requisitions and other documents and maintain accurate reports;
- Set up and maintain client and project files;
- Stay aware of privacy laws and understand the need to maintain patient confidentiality;
- Assists in providing direct service to program participants;
- Assist in providing instruction of employment related classes to adult or youth participants;
- Assist with coaching participants to set and achieve appropriate employment objectives by identifying short and long term goals, obstacles determining occupational qualifications and mapping out strategies to achieve their goals;
- Assist participants through the job search process, which may include providing knowledge and feedback of on the job search materials and skills as well as expose participants to employer contacts, internships and other short-term training opportunities, as appropriate;
- May be required to assist with the achievement of monthly, quarterly and annual employment

and internship goals;

- Track participant activities, progress and results using client management and tracking systems;
- Assist in coordinating employment related volunteer recruitment and event planning efforts;
- Assist with other duties of a similar nature or level as required;

Working Conditions:

While performing duties of this job, the position will require that you work primarily in an office based setting that may require spending the majority of the day walking, standing, sitting, bending, lifting and regularly driving between off-site locations. The applicant must have reliable transportation, a valid driver's license and current insurance.

How to Apply: Send a cover letter and résumé to apply@sbwib.org for consideration. Recruitment for this position will end upon receipt of a sufficient number of résumés. Only those applicants with the most relevant qualifications and knowledge will be invited to participate in the oral interview. No phone calls please.

The SBWIB, Inc. is an equal opportunity employer. Applicants are considered for all positions without regard to race, color, sex, gender identity, national origin, age, mental or physical disability, medical condition, marital status, sexual orientation, pregnancy, ancestry, religion, military or veteran status, or any other status protected by law.

The SBWIB, Inc. provides reasonable accommodations consistent with its legal obligations. Therefore, applicants who may need reasonable accommodations or other assistance in relation to a physical or mental disability or religion, at any point within the application process or thereafter if hired, should immediately inform SBWIB, Inc. by sending an email to apply@sbwib.org.